

TIPPECANOE COUNTY COMMUNITY CORRECTIONS PARTICIPANT HANDBOOK

LAFAYETTE, INDIANA
EFFECTIVE: **January 1, 2002**
REVISED: **June 1, 2012**
 October 17, 2012
 January 15, 2013
 May 1, 2013
 June 18, 2013
 February 18, 2014

Please do not write in this Handbook. All forms will be provided.

**Tippecanoe County Community Corrections
Participant Handbook Receipt**

I acknowledge receipt of the Tippecanoe County Community Corrections participant handbook. I understand that this booklet contains rules and policies governing my conduct while on a Community Corrections Program. This handbook as property of said program will not be removed from the facility. I further understand that after reading and signing the appropriate sheets, they will be kept with my Community Corrections records. I also understand that any violation of these rules and policies may result in disciplinary action against myself, and/or removal from the program.

Signed: _____

Witness: _____

Time and Date: _____

TIPPECANOE COUNTY COMMUNITY CORRECTIONS

To: Applicants for Tippecanoe County Community Corrections program.

Re: Instructions for Application

Before being interviewed, read all rules and regulations of the program contained in this manual. When finished reading, fill out the application completely. Failure to fill out the application completely can be grounds for turning your application down.

We require that you notify Tippecanoe County Community Corrections of any changes in address, employment status, or change in court dates. Failure to do so can result in your not being admitted.

Subject: Goals and Objectives

The goals and objectives of the Work Release and Home Detention Programs are as follows:

1. To divert felons and misdemeanants from the Tippecanoe County Jail and the Indiana Department of Corrections.
2. To minimize risk to public safety by ongoing monitoring of participant behaviors.
3. To address the rehabilitative needs of the incarcerated offenders through referral to community resources.
4. To maintain productivity of offenders by allowing continuation of employment while serving sentence. In Work Release (You may not work more than 70 hours per week.) All work hours will be figured from start time to finish time. Work time **WILL** include breaks, meals, training, etc. Hours will be figured Monday thru Sunday. As always travel time will not be included.
5. To increase skills by providing Adult Basic Education to participants.

General Rules and Regulations

As a participant of any Tippecanoe County Community Correction Program, it shall be required that you adhere to the following rules and regulations. Further specific guidelines and instructions will be provided to you if accepted onto the program.

I hereby agree to the following Tippecanoe County Community Correction agreement. I understand that any violation of this agreement will result in disciplinary action against me and may result in my removal from any Tippecanoe County Community Correction Program.

I further understand that any violation of this agreement may result in the loss of credit time and/or a change in credit time classification in accordance with (IC-35-50-6-5) or loss of privileges.

I understand that evidence obtained in any Community Corrections violation will be admissible in court and will be used against me in any violation proceedings.

I hereby waive my Fourth Amendment rights with regard to search and seizure by any law enforcement officer.

I understand that this agreement shall remain in effect until I am discharged from my sentence.

I hereby agree to waive extradition from any other state of jurisdiction and agree to return to Tippecanoe County at the request of the Sheriff of Tippecanoe County.

I understand that my place of residence while on the Work Release Program shall be the Tippecanoe County Community Corrections Facility.

I agree to submit to breath, urine or blood test for alcohol use at the request of the Community Corrections staff or any law enforcement officer.

I understand that failure to return to the facility as instructed is a criminal act and a charge of escape may be filed against me.

Note: It is a Class D Felony crime, punishable by one to three years in prison, if you fail to report back to the Work Release facility as and when required.

I will not operate any motor vehicle without permission of the Work Release office. On any Community Corrections program a valid driver's license, proper vehicle registration and insurance as required by Indiana Law are mandatory.

I agree to submit to a IRAS (Indiana Risk Assessment System) evaluation. I further agree to enroll and complete all courses and/or programs recommended by the Community Corrections Staff.

The Coordinator will immediately notify the sentencing Court and Probation Department of all recommended classes and/or programs completions and non-completions.

The Tippecanoe County Community Corrections Programs and the County of Tippecanoe, its personnel, employees, staff and agents will not be liable for any loss or damage to property brought into the facility. By voluntary possession of such property in the Work Release facility, the participant releases all claims of any nature which may exist or occur in the future relative to such property.

I understand that the Community Corrections Program and the County of Tippecanoe, its personnel, employees, staff and agents are not liable for any medical expenses, problems or injuries I incur while on any Community Corrections program or at my place of employment.

I understand that if I fail to abide by the rules of any Tippecanoe County Community Corrections program I may lose Credit Time or be expelled from the program and subject to court imposed sanctions. I understand that if I commit a criminal act or act in a manner that constitutes an immediate threat to the security of any Tippecanoe County Community Corrections program or the staff personnel I will be placed in the Tippecanoe County Jail.

The Coordinator will immediately notify the sentencing Court and Probation Department of the facts and circumstances that necessitated the removal.

I agree to submit to body substance screening for use of drugs and understand that this will be at my expense. A violation of this section will occur with results showing the presence of any unauthorized, unreported or illegal drug, drug metabolite or drug by-product.

I agree to submit to a polygraph examination at the request of the Community Corrections office in regard to actions or events occurring while participating in any Community Corrections Program.

I agree not to enter into any contract, borrow money, purchase property in excess of \$100.00 or open any charge or financial account without the permission of the Work Release Coordinator.

Date: _____

Signed: _____

Witness: _____

PROCEDURES FOR ADMISSION

Once a Coordinator or Case Manager has interviewed the applicant, and the application filled out, an admission review will be conducted. This review will include criminal records, all previous jail conduct records, health and treatment history, and personal history. This review may also include interviews with police, probation officers, family, friends, neighbors, employers, and co-workers.

The Coordinator, the Tippecanoe County Community Corrections Executive Director, or Deputy Director must approve each applicant.

Please remember that acceptance into this program is not a right, *IT IS A PRIVILEGE* and future opportunity for participants in the program will depend on the track record of people such as you. Please work with staff if any problems arise. We are working toward the same goal.

USER FEES

The following is a list of fees that are required to maintain proper eligibility in the Work Release or Home Detention Program. If a participant becomes more than \$300.00 behind on his/her fees, steps will be taken to remove the participant from the program. The participant may be required to sign a contract of payments to achieve getting the arrearage below \$300.00 and may be in jeopardy of being removed if \$300.00 is surpassed again in arrearage. These fees should be looked at and figured into your budget. Effective July 1, 2002.

SIGN ON FEES: \$100.00

DAILY RATES: Home Detention

Program fees are calculated at the hourly rate you are paid currently at your job. The daily rate is a minimum of \$9.00 daily, \$14.00 (GPS) daily or the hourly rate; whichever is greater not to exceed \$60.00 daily. If you are paid a salary amount, the salary will be divided by 52 weeks, then 40 hours a week to get the hourly rate. Also note that your fee schedule may be modified depending on specialty of equipment you may be placed on. Placement on MEMS will result in a charge added onto your daily rate. Placement on a cellular unit will result in a charge added onto your daily rate. Home Detention fees must be paid weekly either in the front office between the hours of (8:00AM -4:20PM) or online for a with a transaction fee at http://www.tippecanoe.in.gov/community_corrections/

Work Release \$14.00 daily; if on GPS on Work Release \$16.00-18.00 daily

Weekly Rate: Home Detention Your daily rate multiplied by 7.
Work Release \$98.00 unless on GPS then its \$105.00 weekly

Tippecanoe County Community Correction fees are set by the Tippecanoe County Community Corrections Advisory Board and approved by the Tippecanoe County Commissioners.

The Work Release Program fee accounts for only a portion of the actual costs to keep a participant in this facility.

TIPPECANOE COUNTY COMMUNITY CORRECTIONS

2800 North Ninth Street Road

Lafayette, IN 47904

PERMISSION FOR RELEASE/RECEIPT OF INFORMATION

TO: WHOM IT MAY CONCERN

Re: _____ Date: _____

I hereby authorize the staff of the Tippecanoe County Community Corrections Program, to release progress reports concerning my conduct, as well as written results of duly administered breath, and urine tests to any law enforcement agency, probation officer, parole officer, prosecutor, sentencing court, family doctor/dentist or current employer, during my period of supervision with Tippecanoe County Community Corrections. I also authorize any of the aforementioned entities to release information regarding me to Tippecanoe County Community Corrections staff.

I also authorize my employer to release any records relating to my employment in writing or verbally to an authorized staff member of Tippecanoe County Community Corrections.

Printed name

Signature

Date signed

Witness

COMMUNITY CORRECTION POLICY CONCERNING SEARCH AND SEIZURES

Waiver of Fourth Amendment Rights

CAUTION: The following document is legally binding. Read and understand it before signing.

In consideration of the opportunity to participate in a Community Corrections program rather than serve my sentence through the Department of Correction or other secure or more restrictive environment, I acknowledge and agree that I hereby waive my rights concerning searches and seizures under the Fourth and Fourteenth Amendments of the United States Constitution and under Article 1, §11 of the Indiana Constitution. Specifically, I hereby consent to allow employees of Community Correction or law enforcement officers to search my person or property without a warrant and without probable cause.

I agree that such a search is permissible during day or night and includes, without limitation, entrance into or searches of my residence, my telephone, any computing device of mine, secure containers and vehicles. Such searches may take place in my presence or outside of my presence and with or without prior notice to me.

I further understand and agree that all areas of the Work Release facility are subject to search including, without limitation, lockers, drawers or other areas of the facility.

I further understand and agree that such searches will not be conducted arbitrarily or for the purposes of harassment but will be conducted in a manner that is reasonably related to Community Corrections goals of public safety, rehabilitation and/or deterrence of future criminality.

I further understand and agree that any evidence found as a result of such a search of my person or property may be used as evidence against me in a disciplinary hearing, court of law, or otherwise.

DATE: _____

SIGNED: _____

WITNESS: _____

COMMUNITY CORRECTIONS POLICY CONCERNING DRUGS AND ALCOHOL

CAUTION: The following document is legally binding. Read and understand it before signing.

Participation in any Tippecanoe County Community Corrections Program is voluntary. Those who apply must understand that they do so of their own free will. Additionally, those who apply *must understand* that the program has a zero tolerance of alcohol and drugs. Therefore every applicant for any Tippecanoe County Community Corrections Program is required to sign the following document prior to being accepted into the program.

If admitted into any Tippecanoe County Community Corrections program I understand and agree to the following terms, without the right of a disciplinary hearing.

- A. That if I test positive for Marijuana, K2/Spice, Bath Salts or any other illegal drug, or possess or consume alcohol, I may immediately be taken back to jail and removed from the program. In addition, I may also lose all good time credit toward my sentence.
- B. If I am on probation while on any Community Corrections Program, I also understand that a formal charge of probation violation may be filed with the court.
- C. If I am removed from any Community Corrections program for any of the above reasons, I understand that I may not be eligible for the program in the future.
- D. Failure to have payment at the time of the screen and/or failure to report the same day your color is called is considered a Refusal to Submit to Testing.

By my signature below, I acknowledge that I have read and understood all of the above, and agree to all disciplinary terms as stated.

I agree to submit to Urinalysis or Breath Test when requested by Community Corrections personnel, law enforcement officer or sentencing court.

Date: _____

Signature: _____

Witness: _____

WAIVER OF 60 DAY EXPIRATION DATE

I hereby knowingly and voluntarily waive the 60 day consent expiration date required by I.C. 16-4-8-2. This consent is to remain in effect until the purpose for which it is written is fulfilled or it is specifically revoked by me. These waivers will expire upon the completion or termination of my court ordered case with Community Corrections.

Signature:_____ **Date:**_____

Witness:_____ **Date:**_____

APPENDIX I: OFFENSES

MAJOR OFFENSES

CODE	TITLE	CODES FOR LESSER INCLUDED OFFENSE(S)
<u>CLASS A OFFENSES</u>		
____100	Violation of Law Violation of any federal, state or local criminal law which involved an offense against a person and/or resulted in serious bodily injury, not otherwise covered by any other disciplinary code offense. Committing any additional criminal acts. <ul style="list-style-type: none"> a.) The filing of information in any court charging a criminal offense. b.) Failure to advise staff of your being questioned, stopped, arrested or investigated by any law enforcement officer. c.) Any violation of the court order. d.) Any violation of your conditions of probation 	
____102	Assault/Battery Committing battery/assault upon another person with a weapon (including the throwing of bodily fluids or waste on another person) or inflicting serious bodily injury.	212, 213, 372
____103	Rioting Encouraging, directing, commanding, coercing or signaling one or more other persons to participate in a disturbance to facility order caused by a group of two (2) or more offenders which creates a risk of injury to persons or property or participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.	223, 236, 351, 360
____106	Possession of Dangerous/Deadly Contraband/Property Possession or use of any explosive, ammunition, hazardous chemical (e.g., acids or corrosive agents) or dangerous or deadly weapon.	218
____108	Escape Intentionally fleeing from lawful detention or knowingly or intentionally failing to return to lawful detention following temporary leave or other authorized absence granted for a specific purpose or time period within two (2) hours after the designated return time.	219, 355, 363
____111	Conspiracy/Attempting/Aiding or Abetting Attempting or conspiring or aiding and abetting with another to commit any Class A offense.	
____113	Trafficking Work Release Specific Engaging in trafficking (as defined in IC 35-44-3-9) with anyone who is not an offender residing in the same facility.	233, 306, 353, 361
____114	Sexual Act with a Visitor Work Release Specific Contact of a sexual nature by an offender with a visitor including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of a visitor by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)	
____115	Sexual Act with Another Offender. Contact of a sexual nature by an offender with another offender including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of another offender by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)	205, 216

- _____ **116** **Refusing a Mandatory Program** 347, 356, 371
Refusing to participate in a mandatory program to include: failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons.
- a.) I agree to submit to a LSI-R (Level of Service Inventory-Revised), IRAS (Indiana Risk Assessment System) or any other evaluation deemed necessary by Tippecanoe County Community Corrections and further agree to enroll and complete all courses and/or programs recommended by Tippecanoe County Community Corrections/Probation or the Court.
 - b.) If placed on the Global Positioning System (GPS) monitoring platform you agree to follow all conditions related to the monitoring equipment assigned to you. You are ordered to follow the directions of properly charging the unit as follows. Charge the GPS monitoring unit one hour in the morning and one hour in the evening, no more and no less.
- _____ **117** **Assault on Staff** 212, 236, 372
Committing battery/assault upon any staff person, including contractors and volunteers, which results in bodily injury or serious bodily injury (including the throwing of body fluids or waste on a staff person).
- _____ **118** **Sexual Act with Staff** 204, 216
Contact of a sexual nature by an offender with a staff person including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of a staff person by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- _____ **120** **Violation of Condition of a Temporary Leave**
Failure to abide by any rules/conditions of the Temporary Leave Agreement.
- a.) Being “out of bounds” (when you are not where you are supposed to be during the time frame you are released and for the intended purpose of the granted leave).
 - b.) Any violations of the Conditions of Employment Agreement.
 - c.) Failure to obtain employment per the admittance guidelines. Work Release
 - d.) Failure to maintain employment. Any employment obtained while on the program, you will be required to retain for a period of 30 days. Work Release
 - e.) Failure to return to the Work Release facility if you are released early from work, lose your job or as instructed by Work Release staff.
 - f.) Leaving your place of employment without the approval of your employer and/or the Work Release office.
 - g.) Failure to report to employment or any assignment after being released for that purpose.
 - h.) Leaving Tippecanoe County without written permission by a TCCC staff member.
 - i.) I understand that I am not allowed to leave the facility for the purpose of work if the work is volunteered, unpaid and/or “off the clock”. Work Release
 - j.) I understand that I may not work more than 70 hours in one week and must be in the building 8 consecutive hours per day (if in Work Release).
 - k.) You are not to leave the interior of your residence at any time, without receiving permission to do so by Tippecanoe County Community Corrections.
- _____ **121** **Payment of Fees:**
Failure to Pay User Fees in accordance with policy.
I agree to pay all fees and deposits required by the Tippecanoe County Community Corrections.
- a) Drug Screen fees are to be paid in full at the time the sample is provided.
 - b) I agree to keep all user fees under \$300.00 at any time.
 - c) All accrued fees must be paid in full before completion of any community corrections program.

CLASS B OFFENSES

- _____ **202** **Possession or Use of Controlled Substance or Alcohol** 344
Possession or use of any unauthorized substance controlled pursuant to the laws of the State of Indiana or the United States Code or possession of drug paraphernalia.
- a.) Consumption or possession of medication requiring a prescription without proper medical authorization.
 - b.) Consumption or possession of alcohol.
 - c.) Failure to pass a breath test for alcohol.
 - d.) I will not consume anything containing alcohol (i.e. liquid cold medicine, cough syrup, mouthwashes, etc.)
 - e.) Consumption or Possession of Synthetic Cannabinoids (K2/Spice) and/or Bath Salts.
- _____ **203** **Refusal to Submit to Testing**
Refusal to submit to any testing or sampling required by statute (e.g., DNA sampling) or refusal to submit to a test to determine the presence of alcohol or a controlled substance as ordered by staff, including failure to provide an adequate or unadulterated specimen for testing purposes.
- a.) Failure to report to the Screening Company the same day when your color is called within their business hours is considered a Refusal to Submit.
 - b.) Failure to pay associated fees with the drug screen resulting in a rejection of testing is considered a Refusal to Submit.
 - c.) Tampering, switching, adulterating, diluting or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.
- _____ **204** **Abusive Sexual Contact with Staff** 216, 302
Contact of a sexual nature with a staff person which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- _____ **205** **Abusive Sexual Contact with Visitor** 216, 302
Contact of a sexual nature with a visitor which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- _____ **206** **Abusive Sexual Contact with Another Offender** 216, 302
Contact of a sexual nature with another offender which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person.) (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- _____ **207** **Possession of Electronic Device** 215, 228, 353
Unauthorized alteration, unauthorized use or possession of any electronic device, including, but not limited to: computer, computer software, cellular telephone, pager, PDA, computer disk, CD/DVD, recording tape (audio or video) or associated hardware. (This offense includes accessing computers, software, the Internet, a facility LAN, etc. or using such in a manner not authorized by the Department of Correction and the alteration of authorized electrical devices, such as televisions, fans, etc. for unauthorized purposes, e.g., charging cellular telephones.)
- _____ **208** **Security Threat Group/Unauthorized Organizational Activity** 223, 246, 351, 360
Engaging, pressuring or authorizing others to engage in security threat group or unauthorized organizational activities, meetings or criminal acts; displaying, wearing, possessing or using security threat group or unauthorized organizational insignia or materials; or, giving security threat group or unauthorized organizational signs. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved by the Department of Correction.

209

Impairment of Surveillance

352, 364, 465

Using curtains, coverings or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room or which obstructs or otherwise impairs any viewing panel or surveillance equipment, either audio or visual within the facility.

- a.) Refusal/Failure to allow a Community Corrections officer or other Law Enforcement officer access to my ENTIRE residence will result in a sanction and possible removal from TCCC.
- b.) I understand that all pets must be confined so that any officer may enter my residence without fear of being attacked.
- c.) I understand that I must have a working telephone with no special calling features for the entire term of my placement on Electronic Monitoring.
- d.) Refusing to follow directions related to charging the Global Positioning System (GPS) monitoring unit assigned to you. Allowing the unit to lose charge and switch off; or charging the unit in excess causing damage to monitoring unit.

212

Assault/Battery

236, 360, 372

Committing a battery/assault upon another person without a weapon or inflicting bodily injury.

_213

Threatening

348, 364

Engaging in any of the following:

1. Communicating to another person a plan to physically harm, harass or intimidate that person or someone else.
2. Communicating a plan to cause damage to or loss of that person's or another person's property.
3. Communicating a plan to intentionally make an accusation that he/she knows is untrue or false
4. Establish or any attempting to establish any type of dorm/facility boss system.

_215

Unauthorized Possession of Property

228, 306, 353

Unauthorized possession, destruction, alteration, damage to, or theft of county property or property belonging to another.

- a.) Possession of contraband including but not restricted to weapons or anything that is not on the approved participant property list, and not approved by the director.
- b.) If placed on the Global Positioning System (GPS) monitoring platform you agree to follow all conditions related to the monitoring equipment assigned to you. Specifically charging the unit as directed.

216

Sexual Conduct

302

Engaging in any of the following:

- a) Sexual intercourse, as defined in these administrative procedures, with the consent of the other person.
- b) Sexual contact, as defined in these administrative procedures with the consent of the other person.
- c) Requesting, hiring or telling another person to have sexual intercourse or sexual contact.
- d) Exposing his/her own intimate parts to another person for the purpose of sexual arousal or gratification.
- e) Having contact with or performing acts with an animal that would be sexual intercourse or sexual contact if with another person.
- f) Clutching, fondling or touching the offender's own intimate parts for the sexual arousal of the offender or others, whether clothed or unclothed, while observable by others.

_____218	Possession of Plans for Weapons	
	Possession of literature or plans regarding an explosive, ammunition or a dangerous or deadly weapon.	
_____219	Possession of Escape Paraphernalia	Work Release Specific 352, 353, 364
	Possession of escape paraphernalia including: a disguise, a mask, or a dummy or dummy-like object or a map or maps related to an escape or escape attempt or that may be used to aid an escape.	
_____222	Arson	305
	Setting a fire without authorization.	
_____223	Group Demonstration/Work Stoppage	347, 351, 352, 356, 364
	Engaging in, or encouraging others to engage in, a group demonstration, work stoppage or refusal to work.	
_____226	Tampering with Lock	352, 364, 469
	Tampering with, altering or blocking any locking device or mechanism or possession of any device that may be used to pick locks.	
	a.) Tampering with any ventilation, plumbing, electrical, recreational or communication systems, or any emergency, fire, or regular doors.	
_____228	Possession of Altered Property	353
	Unauthorized possession of any item of property that has been altered or modified from its intended use for the purpose of being used as a weapon.	
_____230	Counterfeit Documents	350, 353
	Counterfeiting, forging, or unauthorized reproduction or possession of any document, article, identification, money, passes, security or official paper.	
_____231	Intoxicants	344
	Making or possessing intoxicants, or being under the influence of any intoxicating substance (e.g., alcohol, inhalants, bath salts, K2, etc.).	
_____233	Bribing/Giving	306, 353
	Giving or offering a bribe or anything of value to a staff member, authorized volunteer, visitor or contractor or giving to or accepting from any person anything of value without proper authorization.	
	a.) Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others.	
_____235	Fleeing/Resisting	347, 352, 364, 366
	Fleeing or physically resisting a staff member in the performance of his/her duty.	
_____236	Disorderly Conduct (Class B)	347, 360, 364
	Disorderly conduct: exhibiting disruptive and violent conduct which disrupts the security of the facility or other area in which the offender is located.	
	a.) Lying or providing a false statement to any Community Corrections or Law Enforcement Officer.	
_____240	Conspiracy/Attempting/Aiding or Abetting (Class B)	
	Attempting to commit any Class B offense; aiding, commanding, inducing, counseling, procuring or conspiring with another person to commit any Class B offense.	
_____243	Filing Frivolous Claims	
	Filing a civil claim or action found to be frivolous, unreasonable or groundless by a federal, state or administrative court.	

- _____ **246** **Possession of Offensive Material** 353, 360
Unauthorized possession and/or display of any symbol, paraphernalia, photograph or any other item or behavior which is prohibited by TCCC policies, procedures or rules or which is offensive based upon an individual's gender, race, religion, ethnic or personal background or which may intimidate another person based upon their gender, race, religion, ethnic or personal background, such as materials relating to a security threat group.
- _____ **247** **Possession or Solicitation of Unauthorized Personal Information** 361, 364
Possessing or soliciting unauthorized personal information regarding another offender, ex-offender, victim/witness or current or former staff person, including but not limited to personnel files, offender packets, medical or mental health records, photographs, Social Security Numbers, home addresses, financial information, or telephone numbers, except as authorized by a court order or as approved in writing by the Facility Head.
- _____ **250** **Community Re-Entry Center/Community Transition Program Violations**
Commission of any of the below acts by Community Re-Entry Center/ Community Transition Participants:
- a.) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the Facility Head.
 - b.) Failure to turn in all wages, tips, monetary compensations, pay stubs or statements of earnings to staff.
 - c.) Securing or using any identification card unless approved by the Facility Head or designee to possess an employment identification card from the offender's approved place of employment.
 - d.) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the Facility Head.
 - e.) Failure to go to, or from, the approved destination, by the approved route or approved method of transportation.
 - f.) While in the Community Reentry Center/Community Transition Program, refusing to obey an order from any staff member.
 - g.) While in the Community Reentry Center/Community Transition Program, refusing to work or accept work, program or housing assignment, or unauthorized absence from a work or program assignment.

MINOR OFFENSES

CLASS C OFFENSES

- _____ **302** **Sexual Gestures**
Making overtures of a romantic nature or sexual gestures towards another person.
- _____ **304** **Disfigurement**
Disfiguring, cutting, piercing, removing, mutilating, discoloring, tattooing anyone's body, including ones own body, or possession of paraphernalia that can be used for this purpose.
- _____ **305** **Use/Possession of Tobacco Work Release Specific**
Possession and/or use of tobacco, tobacco associated products or unauthorized tobacco substitute products (including, but not limited to cigarette lighter, pack of matches, rolling papers, etc.)
- a.) Use of tobacco or tobacco products in any form in an unauthorized area.
- _____ **306** **Possession of Money**
Unauthorized possession of money or currency.

- _____ **307** **Unauthorized Possession of Food Items Work Release Specific**
Obtaining more meals or food items from the Dining Hall or other area in which food is served than authorized.
a.) Food and/or drink are not allowed in the dorm, classrooms, laundry room. The only place food and drink are allowed is in the day room or drink if necessary for the consumption of medicine in the check in area.
- _____ **344** **Misuse of Medication**
Misuse of authorized medication or possession of unauthorized medication.
a.) No medication containing alcohol will be allowed.
- _____ **346** **Business Activity**
Unauthorized participation in any business activity or any activity not authorized.
- _____ **347** **Refusing an Order**
Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.
- _____ **348** **Insolent/Vulgar/Profane Behavior**
Insolence, vulgarity or profanity toward staff or visitors.
a.) Throwing or projecting any item,
- _____ **350** **Lying to Anyone**
Lying or providing a false statement.
- _____ **351** **Unauthorized Meeting**
Participating in any unauthorized meeting or gathering.
- _____ **352** **Interfering with Counts Work Release Specific**
Failing to stand count, being late for count or interfering with the taking of count.
a.) Failure of participant to be in his/her own bunk at lock up.
b.) Failure to follow policy in regard to: meals, commissary, check-in/check-out, participant vehicles.
- _____ **353** **Unauthorized Possession of Property**
Any unauthorized possession, alteration, removal or relocation of personal property.
- _____ **356** **Refusing an Assignment**
Refusing to work or accept a work, program or housing assignment or unauthorized absence from any work or program assignment.
- _____ **357** **Motor Vehicle Violations**
Unauthorized use, operation or possession of a motor vehicle, driver's license, motor vehicle keys or registration.
a.) Failure to arrange your own transportation to and from work in a manner approved by the Work Release Office
b.) Failure to inform Work Release staff of changes in transportation arrangements.
- _____ **360** **Disruptive Behavior**
Disruptive, unruly, rowdy conduct, making unreasonable noise or disturbing other people, arguing or horseplay.
- _____ **361** **Abuse of Mail/Telephones/Visits Work Release Specific**
Unauthorized use or abuse of mail, telephones, or visitation.
- _____ **362** **Conspiracy/Attempting/Aiding or Abetting (Class C)**
Attempting to commit any Class C offense; aiding, commanding, inducing, counseling, procuring or conspiring with another person to commit any Class C offense.

- _____363 **Community Re-Entry Center/Community Transition Program Violations**
Commission of any of the below acts by Community Re-Entry Center/Community Transition Program participants:
- a) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the Facility Head.
 - b) Failure to turn in all wages, tips, monetary compensations, pay stubs or statements of earnings to staff.
 - c) Securing or using any identification card other than the approved offender identification card unless approved by the Facility Head or designee to possess an employment identification card from the offender's approved place of employment.
 - d) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the Facility Head.
 - e) Failure to go to, or from, the approved destination, by the approved route or approved method of transportation.
- _____364 **Interfering with Staff**
Interfering with a staff member in the performance of his/her duties.
- _____366 **Unauthorized Area**
Entering or remaining in a room or area other than the room or area to which the offender is assigned, without permission of authorized staff, or leaving a room or area where the offender is required to be, without permission of the staff person supervising the activity or without a valid pass to go somewhere else at that time. This offense includes entering the living area (cell, bed area, etc.) of another offender without permission from staff or facility rules or permitting another offender to enter the offender's living area without permission from staff or facility rules and includes reaching or leaning into or putting any object or part of the body into another offender's living area.
- a.) I understand that I must have a permanent place of residence and must have approval from Tippecanoe County Community Corrections at least 72 hours prior to any change of residence. Hotels/ Motels are not acceptable. TCCC can refuse a change in residence and no current participant is allowed to live with any other current participant unless legally married.
- _____367 **Gambling**
Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing or other game of chance.
- _____370 **Cruelty to Animals**
Striking, hitting, punching or kicking any animal or deliberately abusing or mistreating any animal, including those under the care and control of the Department.
- _____371 **Inadequate Work/Study Performance**
Failing to meet the standards set for performance on a work assignment or program assignment if the offender has the ability to meet those standards, including: failure to submit program assignments, deliberately participating in a work slowdown, refusing to follow work standards established for a work assignment.
- _____372 **Fighting**
Participating in a situation where two (2) or more people are trying to injure each other by any physical means where no weapons are involved and no serious bodily injury occurs.
- _____373 **Punctuality and Attendance**
Failure to attend and be on time for all activities for which an offender is scheduled, unless:
1. The offender is sick and reports this to staff as required by the facility.
 2. The offender has a valid pass to be in another location.
 3. The offender is authorized to not attend the event or activity.

_____ **374 Sexual Contact Work Release Specific**
Contact between persons that includes any of the following:

1. Kissing and hugging, except for that allowed under Department policy and administrative procedures;
2. Handholding, except for that allowed under Department policy and administrative procedures;

CLASS D OFFENSES

_____ **465 Violating Facility Rule**
Violating any facility rule, regulation, or standing order if said rule, regulation, or standing order has been posted or otherwise communicated to the offender.

_____ **469 Violation of Safety/Sanitation Rules Work Release Specific**
Failure to follow safety or sanitation regulations, using any equipment or machinery unless specifically authorized to do so or operating such equipment or machinery in a manner contrary to instructions or posted standards.
a.) Violation of the cleaning or laundry policy

_____ **472 Failure to Maintain Personal Hygiene Standards Work Release Specific**
Being unsanitary or untidy; failure to keep ones person or ones quarters in accordance with standards which have been posted or otherwise communicated. This offense includes failure to maintain personal cleanliness or grooming to the point that the offender presents a health hazard or is offensive to others and who has knowledge of this condition and the opportunity to correct it. Offenders shall be expected to shower at a minimum of once per week unless the offender has a documented medical excuse.
a.) Violation of the Hair Grooming Policy
b.) Failure to follow dress code requirement
c.) Wearing unauthorized or inappropriate clothing

_____ **473 Unauthorized Contact Work Release Specific**
Unauthorized contact with the public including physical contact with a member of the public and oral communication with the public which has not been approved by staff.
a.) Any unauthorized non-sexual interaction between a Work Release participant and a Work Release participant of the same and/or opposite sex. **Male and Female participants are to have NO form of communication inside/outside of the facility except when necessary during employment.**

Violation Procedure

RIGHTS

ALL PARTICIPANTS HAVE THE FOLLOWING RIGHTS CONCERNING THIS MATTER IF THE SANCTION IS LOSS OF EARNED GOOD TIME CREDIT OR REMOVAL FROM PROGRAM/CHANGE IN PROGRAM PLACEMENT:

1. You will be given a Verbal Notice of Infraction of the charges preferably within 24 hours of the incident or discovery of the alleged violation (not including weekends or Holidays). You will be given a written notice of Infraction within three (3) business days of the discovery of the conduct violation. You are requested to sign the written notice of infraction when delivered to you to acknowledge that you have received it and are aware of the charge.
2. You will be scheduled for a hearing before a Hearing Panel within 72 hours of the time you are given your Notice of Infraction of the charge, excluding weekends and holidays. The disciplinary hearing will be held preferably within seven (7) working days from the date of the incident or from the date the employee first becomes aware of the alleged violation.
3. You will have this time to prepare for the hearing.
4. You have the option to admit your guilt, and waive your hearing.
5. You have the right to have an impartial Hearing Officer.
6. You have the right to appear and speak in your own behalf.
7. You may call witnesses, but if not practical for safety and security reasons, you may be asked to submit questions you want asked of them. Witnesses may be other participants or staff. The number of witnesses for you may be limited to three (3). At the end of the hearing, the Hearing Officer will review the facts and testimony and will make a finding. A written copy of the findings will be given to you showing the penalties recommended by the Hearing Officer. If you are found not guilty, all reference will be removed from your file.
8. You have the right to have the assistance of a lay advocate (the Department will require that the advocate be an employee of, or a fellow participant of the same sex, in the same facility).
9. You have the right to have an administrative review of the Hearing Officers decision by the Coordinator upon written objections by you, submitted within seventy-two (72) hours after an adverse determination of the Hearing Officer.

VIOLATION SANCTIONS

Class A, Major Violation Sanctions

- a. Termination from the program, and/or
- b. Loss of good time credit.
- c. Work Crew Hours

Class B, Major Violation Sanctions

- a. Written reprimand, and/or
- b. Loss of good time credit.
- c. Work Crew Hours
- d. Termination from the program

Class C, Minor Violation Sanction

- a. Written reprimand
- b. Loss of good time credit
- c. Work Crew hours/In House duties (not to exceed 40 hours)

Class D, Minor Violation Sanction

- a. Written Reprimand
- b. Work Crew Hours/In House duties (not to exceed 40 hours)

A guilty plea or finding may result in the imposition of any sanction or combination of sanctions. The maximum allowable sanctions for each class offense are as follows:

	Class <u>A</u>	Class <u>B</u>	Class <u>C</u>	Class <u>D</u>
<u>Sanction</u>				
Loss of Earned Credit Time	6 months	3 months	None	None
Reduction in Credit Class	Class II/III	Class II/III	None	None
Work Crew/In House Cleaning	80 hours	60 hours	40 hours	40 hours
Loss of privileges	180 days	120 days	90 days	45 days

Offenders found guilty of egregious offenses (Class "A" 100, 102, 103, 108, 114, 115, 117, 118) shall be subject to loss of up to 12 months of Earned Credit Time with justification from the Hearing Officer.

Loss of Earned Time Credit

Authority for Tippecanoe County Community Corrections to grant or deny credit time or to assign a participant to different Credit time Class rests in, and is in compliance with, Indiana State Statutes IC35-50-6 and IC 4-22-2. All participants who have lost credit time are afforded the opportunity to regain credit time by applying for a review of their credit time status thirty (30) days following the hearing in which credit time changes were made. You must make a request in writing to the Coordinator.

Habitual Rule Violator

More than One (1) Major Rule Violation or Four (4) Minor Offenses within ninety (90) days.

URINALYSIS POLICY

1. Each participant will immediately be tested when starting any Community Corrections Program.
2. Each participant will be tested periodically for drug/alcohol abuse by urinalysis.
3. Refusal to provide a urine sample may result in immediate removal any Community Corrections program and transfer to the Tippecanoe County Jail.
4. Participants unable to provide a urine specimen on request will be isolated until the specimen is provided.
5. Participants unable to provide a specimen one (1) hour after being requested to do so will be considered refusing to provide a specimen.
6. Tampering, switching, adulterating or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.
7. All confirmed positive urine specimens will be reported to the sentencing court.
8. Evidence of drug abuse after entering any Community Corrections Program will result in disciplinary action and possible removal from further participation in any Community Corrections Program.
9. Reminder concerning drug testing. Anyone taking mini-thins, no-doze, etc., we are continuing to operate under zero tolerance on failed drug tests. So if a non-prescription drug causes you to fail the drug test, you will be subject to immediate removal. The only exception on a failed drug test is if it is for prescription drugs prescribed to that participant and under the knowledge of Tippecanoe County Community Corrections.
10. Many myths and false claims about ways to beat urinalysis exist. These claims are false. Several of these myths could be hazardous to one's health. The only way to pass urinalysis is to abstain from drug use. If a participant does drugs while under supervision, even a little, they will be caught and violated from the Work Release Program, Home Detention Program or any other Program TCCC Provides.
11. Tippecanoe County Community Corrections has a zero tolerance of alcohol and drugs.
12. **Drug screens must be paid for at the time of the screen at a rate of \$15.00 per drug screen (this includes baseline screens).** If a screen must be sent to the lab for verification of a positive it will cost you \$35.00 per drug tested at minimum.
13. **Participants serving time on a drug conviction or violation for a dirty drug screen will be subject to drug screens weekly. The drug screens will be at your own expense. You can and may be subject to a drug screen at any time.**
14. Urinalyses are provided by Total Court Services and operate out of the Community Corrections Facility. After receiving your baseline urinalysis you will be issued a color by Total Court Services. You will be required to call **888-889-6989 daily** to check for the colors. Press "8" for Indiana Drug Screen Notification. If your color is called you are expected to report no later than the end of Total Court Services business day or you will be marked as failure to screen/Refusal to Submit.

HOME DETENTION SPECIFIC POLICY AND RULES

Check-in Procedures

(SUBJECT TO CHANGE WITH 5 DAYS NOTICE)

1. Each program participant is required to report to TCCC for a weekly check-in.
 - a.) Program participants will be advised by their Surveillance Officer of the date and time of check-in.
2. Participants may be asked to submit to a urine screen, breathalyzer, or search of their person.
3. Participants are required to fill out a weekly schedule.
4. Weekly fees will need to be paid to the front office or online, prior to your check-in.
5. You must provide a copy of your pay stub and time card to your Surveillance Officer and always have your breathalyzer tube on your person.

ELECTRONIC MONITORING PROGRAM SCHEDULES

In order to assist the participant, Community Corrections has established a system in which you report directly to an officer to submit your schedule. You will be given a copy of all approved activities at the end of your meeting and will be required to follow that schedule. Deviations can only be approved by the officer you are assigned to and must be deemed an emergency. Coordinators will not accept calls to change your schedule for any reason.

Program Participant Schedules:

Program participants will submit a weekly schedule with a Surveillance Officer at check-in. This schedule will include all activities the program participant needs time out to complete. The Surveillance Officer will review the schedule for compliance to program policy and either approve or disapprove the schedule. Should a schedule be disapproved, the Surveillance Officer will work with the program participant until an approved schedule is completed. It is important that the participant places all the information that is known on this form. Dental, medical and other personal appointments must be submitted on the weekly schedule. The program participant must indicate the name, address and telephone number of the service provider. The program participant must be able to provide documentation of attendance to the Surveillance Officer.

Home Detention offers the following passes:

Errand Time Pass: 2 Hours

Fees must be below \$200.00.

Free Time Pass: 3 Hours

Fees must be below \$100.00.

5 Hours

Fees must be below \$ 60.00.

All activities that cannot be done during these passes will be at the discretion of the officer approving your schedule. You are not allowed to leave the County on ANY pass.

Every effort should be made between the Surveillance Officer, the program participant, and the program participant's employer to have the program participant's work schedule available on or before the day of check-in. If this is not possible, the program participant should complete the schedule as much as possible. The program participant should then call their Surveillance Officer with the work schedule as soon as it is available in order to complete that week's schedule. If the Surveillance Officer is not immediately available, the program participant should leave a message.

The Surveillance Officer will return the call when they are available.

No schedule is approved until the Surveillance Officer and program participant speak with each other.

Leaving a message does not mean that the request has been approved.

Program participants may contact their Surveillance Officer by calling the facility. There is no need for REPEATED calls or messages. At NO time will a Coordinator accept calls for anything other than a Medical Emergency. Do NOT call other staff to attempt to gain permission for an unscheduled leave.

Employment:

Home Detention participants are required to sign a condition's of employment form when being placed on the Home Detention program. They are to abide by all the requirements listed on this form. A copy of this form can be provided to the participant at their request.

Any participant wishing to be self employed will be placed on Global Positioning System (GPS) and will be required to pay an additional \$4.00 daily on top of their calculated daily rate. Exceptions will not be made to this policy.

Church Application:

The church application form must be completed and turned in at check-in. All information about the time and place of the church service must be placed on the form. This information must be completed and turned in on check-in day or the program participant will not be allowed to attend a church service that week. The program participant's Surveillance Officer will call the church to verify the information on the church application form; if any information proves to be false the Surveillance Officer will not allow the program participant to attend church services until the information is correct. This application **does not** serve as verification of attending a church service; the program participant will have to provide documentation of attending the church service every check-in day. Time of the church service must still be written on the weekly schedule.

Grievance Report:

A grievance may be filed by a program participant to express a real or imagined complaint concerning a department policy, facility condition, staff misconduct, or as a response to access to medical care. A program participant may file a grievance without being subject to any adverse action. The grievance should be filed on the *Grievance Form* and placed in the Home Detention Coordinator's mailbox. The Home Detention Coordinator should respond to the program participant in writing or in person within ten (10) business days. The Home Detention Coordinator's response may be appealed to the Deputy Director. Any such appeal must be filed, in writing, within 5 days of receipt of the response from the Home Detention Coordinator.

Verification Pass:

A Verification Pass is used for documentation of participation in a program such as: AA, NA, church, private counseling, or any other program for which the participant's Surveillance Officer needs documentation. The program participant must have the leader of the group, minister, counselor, or instructor sign and date the pass. If the pass is not signed the program participant could have release time taken away as well as receiving a Non-Compliance Sanction.

Timesheets

Timesheets are verification of the participant's work hours. Every program participant who is working must submit a timesheet at every check-in. The participant's Surveillance Officer compares the times on the timesheets to that of the daily summaries. Timesheets are required to be signed by a supervisor. We understand that not all jobs require the participant to clock in and out. Using a time sheet obtained from the Surveillance Officer, write in the start and end time on the job for the week and have a supervisor sign their name and telephone number.

Tippecanoe County Community Corrections

Electronic Monitoring Handbook Rules

USING THE PHONE

1. The participant may NOT have any special features placed on the phone.
2. The participant must stay current with phone bills, so as not to have disconnected Services. If while on the electronic monitoring program the electricity or phone is disconnected, then the participant may remain at the place of residence only if it will be turned back on in the allotted amount of time approved by the Surveillance Officer/Home Detention Coordinator. If the electricity and/or the phone will not be turned on in the allotted amount of time, the participant will need to find another approved location to move the monitoring equipment to until the electricity and/or phone has been restored. This residence must be in Tippecanoe County.
3. Neither the monitor nor the telephone is to be unplugged for any reason.
4. **If someone is on the phone and they hear clicking, beeping or ringing, the monitor is trying to communicate with the monitoring company. Hang up the phone and wait ten to fifteen minutes to use the phone.**
5. If there are any questions the participant can call the designated Surveillance Officer at the office and the Surveillance Officer will return the call.

VISITORS

At no time is any individual allowed to accompany any Tippecanoe County Community Correction Home Detention participant in to the facility for any reason. If you received transportation please have the driver wait in the car.

PROGRAM PARTICIPANT RESPONSIBILITIES

Concerning Contraband

1. Program participants must immediately report the presence of contraband in the facility to staff.
2. If a program participant discovers he or she has inadvertently brought contraband into the facility they should contact staff immediately to have the property removed.
3. Program participants should remove any prohibited property from their person before entering the facility. Contraband items will not be stored within the facility.

Contraband includes but is not limited to: Pocket Knives, Laptops, MP3 players, any Deadly Weapon, illegal substances or alcohol.

HOLIDAYS

Privileges may be suspended on certain holidays due to certain restrictions. **The following holidays are subject to this procedure: Labor Day, July 4th, Christmas Eve (after 6pm), Christmas Day, New Year's Eve (after 6pm), and New Year's Day.**

Staff will use the following guidelines in determining who may work on the designated holidays. Program participants will be notified in writing of any other dates that would follow this procedure.

Program participants must provide written verification of work schedule from their supervisor at least one-week prior to the holiday.

Program participants must be able to be seen or contacted in person.

The program participant's supervisor must be present during the workday.

Surveillance Officers will have final discretion as to who will be allowed to work on these days.

RELEASE PROCESS

Officially, the program participant's time of release is 11:59 pm on the date of the release. However, the week before the scheduled release, the program participant and Surveillance Officer will discuss the time that will be set for the program participant and what will happen the day of release. All equipment including the transmitter, the HMU, phone cord, and power cord as well as tracking unit and carrier if applicable, must be returned to Tippecanoe County Community Corrections in good condition at the time of release. If the equipment is not returned, the program participant may be charged with theft. You must complete all assigned Work Crew (if any), Pay all Fees in Full including drug screen fees to Total Court Services before being released.

REWARDS AND SANCTIONS SCHEDULE

Purpose: To establish a facility disciplinary code and sanctions and a schedule of rewards for positive behavior for the electronic monitoring participants.

The objective is to develop reasonable rules and regulations that are designed to encourage program participants to respect the rights of others. In addition, it is also designed to encourage the self-discipline and self-control that will enable program participants to return to society and live within accepted standards. Those participants who have been found guilty of a rule violation must wait until 30 days after completion of the sanction to move up in the reward status and will start over from the beginning. Those participants who have a Non-Compliance that is referred to the sentencing court will not be eligible to advance in reward status until disposition of the Non-Compliance.

The Program Participant has the right to appeal the decision of the violation in writing, stating the specific reasons for the appeal, within 72 hours from the receipt of the decision. All appeals should be directed to the Home Detention Coordinator / Deputy Director.

WORK RELEASE SPECIFIC POLICY AND RULES

TIPPECANOE COUNTY WORK RELEASE FACILITY 2800 North Ninth Street Road Lafayette, Indiana 47904

To: Work Release Applicant

From: Work Release Coordinator

The Tippecanoe County Work Release Facility can house up to one hundred sixty-eight participants. The purpose is to provide a cost-effective, community-based alternative to incarceration by providing intensive supervision in combination with cognitive behavioral programs and evidence-based practices to more effectively encourage positive change in participants.

The applicant should understand in advance that if admitted to the Work Release Program, failure to follow the rules of the Work Release Program may result in your transfer back to secure detention in the jail and possible imposition of your original sentence to the jail or state prison.

The rules and regulations of the Work Release Program are designed to assist everyone in making their stay at the facility as reasonable as possible. Before you can be accepted, you must meet with the Case Managers of the program, read all the attached material and fill out the application.

The Work Release Staff will expect far more from you than should be expected of a jail or prison inmate. You will have more freedom, and consequently more responsibility. You will be expected to cooperate fully with staff members as well as other Work Release participants. You will be expected to keep your room militarily neat and clean, and you should be prepared to report to work each day with clean clothes and a positive attitude.

If accepted into the Work Release Program, be prepared to give your very best effort, both at work, and at the facility. If you have any questions or doubts about your intentions to do your best, you should inform the interviewer.

Respectfully,

Work Release Coordinator

TIPPECANOE COUNTY COMMUNITY CORRECTIONS

Work Release Program Admittance Guidelines

In order to qualify for admittance into the Work Release Program you must meet the following guidelines:

- **Must be recommended by the sentencing court.**
- **Must have no other criminal charges pending.**
- **Must be physically fit and able to work at least 35 hours per week.**
- **Must be 18 years of age or over, or convicted in an adult court.**
- **Must have all courts recommending Work Release if you are serving sentences out of more than one court.**
- **Must not be deemed an escape risk.**
- **Must qualify for Direct Placement per I.C. 35-38-2.6**
- **Must have no conviction (past or present) of a violent crime:**
 1. **Murder (I.C. 35-42-1-1)**
 2. **Battery with a deadly weapon (I.C. 35-42-2-1)**
 3. **Kidnapping (I.C. 35-42-3-2)**
 4. **Sexual Battery (IC 35-42-4-8) with a deadly weapon**
 5. **Confinement with a deadly weapon (I.C. 35-42-3-3)**
 6. **Robbery resulting in serious bodily injury or with a deadly weapon(I.C. 35-42-5-1)**
 7. **Arson for hire or resulting in serious bodily injury (I.C. 35-43-1-1)**
 8. **Burglary resulting in serious bodily injury or with a deadly weapons (I.C. 35-43-2-1)**
 9. **Resisting law enforcement with a deadly weapon. (I.C. 35-44-3-3)**
 10. **Escape with a deadly weapon. (I.C. 35-44-3-5)**
 11. **Rioting with a deadly weapon. (I.C. 35-45-1-2)**
 12. **Sexual battery with a deadly weapon (I.C. 35-42-4-8)**
 13. **Aggravated Battery (I.C. 35-42-2-1.5)**
 14. **Disarming a Law Enforcement Officer (I.C. 35-44-3-3.5)**
- **Must have no conviction (past or present) of a sex crime.**

Listed in (I.C. 35-42-4)

The following crimes are considered sex crimes.

 1. **Rape (I.C. 35-42-4-1)**
 2. **Criminal deviate conduct (I.C. 35-42-4-2)**
 3. **Child molesting (I.C. 35-42-4-3)**
 4. **Child Exploitation (I.C.35-42-4-4)**
 5. **Vicarious Sexual Gratification (I.C. 35-42-4-5)**
 6. **Child Solicitation (I.C. 35-42-4-6)**
 7. **Child seduction (I.C. 35-45-4-2)**
 8. **Sexual Battery (I.C. 35-42-4-8)**
 9. **Sexual Misconduct with a minor (I.C. 35-42-4-9)**
 10. **Sexually Violent Predator (I.C. 35-42-4-10)**
 11. **Unlawful employment near children by a sexual predator (I.C. 35-42-4-10)**
 12. **Prostitution (I.C. 35-45-4-2)**
 13. **Patronizing a prostitute (I.C. 35-45-4-3)**
 14. **Incest (I.C. 35-46-1-3)**
- **Must have no conviction (past or present) of an offense related to controlled substances listed in (I.C. 35-38-1-7.1) for which a Class A or B felony is imposed.**

The following crimes are considered offenses related to controlled substances:

 1. **Dealing in cocaine or narcotic drugs (I.C. 35-48-4-1)**
 2. **Dealing in schedule I, II or III controlled substance (I.C. 35-48-4-2)**
 3. **Dealing in schedule IV controlled substance. (I.C. 35-48-4-3)**
 4. **Dealing in schedule V controlled substance. (I.C. 35-48-4-4)**
 5. **Possession of cocaine or narcotic drug. (I.C. 35-48-4-6)**
 6. **Possession of controlled substance (I.C. 35-48-4-8.2)**
 7. **Dealing in paraphernalia (I.C. 35-48-4-8.2)**
 8. **Possession of paraphernalia (I.C. 35-48-4-8.3)**

Work Release Program Admittance Guidelines Continued

- **Must be sentenced to no more than a maximum of four years in jail or prison.**
- **Must have or be able secure full time employment within 14 days from date of admittance.**
- **Must have transportation to and from work.**
- **All fees must be paid in full from any previous times on any Community Corrections Program.**
- **Prior violations may prohibit you from placement on the Work Release Program.**

GUIDELINES FOR OUT OF COUNTY ADMISSIONS

1. The Tippecanoe County Work Release facility must have ten (10) or more vacant spaces available.
2. You must meet one of the following criteria:
 - a. Live and work in Tippecanoe County
 - b. Live in an adjacent county to Tippecanoe County and work in Tippecanoe County.
 - c. Live and work in an adjacent county.
3. The sentencing court order must state that the defendant may serve his/her court ordered time on the Tippecanoe County Community Corrections Program “at a level to be determined by the Executive Director” if accepted to said program.
4. He/she would be ordered to pay all Work Release fees.
5. THE COURT ORDER must further state that should the Defendant herein violate any rules as set forth by the Work Release Program rules and regulations, the Defendant herein shall be returned to the Sentencing County’s Jail by the Sheriff of said county to serve the balance of his/her sentence in the general population.
6. Pay a sign-on fee of \$100.00, and a \$100.00 transfer fee when applicable.
7. All Tippecanoe County Work Release participants are charged \$98.00 weekly unless on GPS then it is \$105.00 weekly. Subject to change.

REPLACEMENT FEES

Work Release Participants are required to pay for all lost or misplaced padlocks, keys and I.D. cards. The replacement cost is \$15.00 for each padlock. Replacement costs for lost or misplaced lock key are \$10.00 each. The cost for replacement of I.D. card is \$5.00.

Property of Participants Violated

All bags will be marked with (first name, last name, and number of bags) and dated.
Each bag will be placed in holding trailer and held up to two (2) weeks.

SEARCH POLICY

Individual

All participants are subject to search at the discretion of the facility staff. All participants will be pat down searched before entering the Day Room from the Check-in area.

Strip searches will be done on a random basis and for probable cause. However, no member of the opposite sex shall be authorized to conduct a strip search of a participant in the Work Release Facility. Any strip searches of a Work Release participant will be conducted only according to staff policy.

Facility Areas

All areas of the Work Release facility are subject to search. Included in the search area are lockers, drawers, or any other areas that the participants can come in direct contact with.

Participants will be disciplined for any contraband found in areas under their control.

BREATH EXAMINATIONS POLICY

All participants may be tested daily for alcohol as provided in the Work Release Agreement. The possession and use of alcohol in any form is expressly prohibited.

Participants are also subject to alcohol breath examinations at any time during their sentence whether or not they are on facility premises. Officers may require participants to submit to breath examinations while they are on pass, during transportation and while at work.

CONSUMPTION OF ALCOHOL: Reminder-All items containing alcohol is still prohibited (Nyquil, mouthwash, etc.)

VEHICLES POLICY

1. Any participant driving a vehicle to the Work Release facility shall park in the designated area assigned by the Work Release staff and all vehicles shall be locked when unattended.
2. Vehicles parked at the Tippecanoe County Work Release facility will be the sole responsibility of the owner. The Work Release Program and the County of Tippecanoe will not be responsible for loss or damage to vehicles or their contents.
3. Alternative transportation may include any of the following:
 - a. Public transportation
 - b. Ride sharing with other participants of the same sex, with permission from the Work Release staff.
 - c. Bicycle or moped.
 - d. Transportation by family or employers
4. Participants being picked up or dropped off must have their rides parked in the proper areas.
5. It is understood that any vehicle driven by a Work Release participant shall be subject to search at any time by the Work Release staff. The Work Release participant shall be held accountable for any contraband found in the participant vehicle. For the purposes of this rule, the following items will be considered contraband:
 - a. Any alcoholic beverage.
 - b. Any alcoholic beverage container.
 - c. Any type firearm (to include toy firearm).
 - d. Any controlled substance.
 - e. K2/Spice
 - f. Any type of weapon
 - g. Bath Salts

No participant driving a vehicle shall have any occupant in his/her vehicle unless prior approval has been received from the Work Release Staff. Proof of **valid license, registration, and insurance** will be required before permission for a vehicle will be allowed. Any vehicle considered unsafe will not be allowed to be operated while you are in the Work Release program.

If any participant receives a traffic ticket for any offense while on the Work Release Program, that participant may lose his/her driving privileges and possibly other disciplinary action may be taken.

BICYCLES: All bicycles must be tagged. All bicycles used after dark must have lights on the front and back that can be seen 500 feet away, it's the law. If seen by a law enforcement officer without lights you could be or will be ticketed.

I agree and understand that the usage of any Tippecanoe County Work Release bicycle will become my own responsibility and Work Release assumes no liability. I will further be liable for any damage to the bike, as well as any mishap that may occur while the bicycle is in my possession. This includes any medical expense should an accident occur.

MOPED: Attention All Moped Riders

PLEASE READ THE FOLLOWING INDIANA STATUTE TO MAKE SURE YOU ARE NOT IN VIOLATION OF THE LAW:

The following is the definition of a motorized bicycle as it appears in I.C. 9-1-1-2(ii)

“Motorized bicycle” means a two (2) or three (3) wheeled vehicle which may be propelled by an internal combustion engine or a battery powered motor, and when powered by an internal combustion engine having a rating of no more than two (2) horsepower and cylinder capacity not exceeding fifty (50) cubic centimeters, an automatic transmission and a maximum design speed of no more than twenty-five (25) miles per hour on a flat surface.

If the vehicle should exceed on one of these points it should be titled and registered as a motorcycle.

IC 9-13-2-109, states for the vehicle to be considered a motorized bicycle it must have an **automatic transmission**, a **motor less than 49cc**, and **not be designed to travel faster than 25mph**. If the moped does not meet any **ONE** of these standards, then it is a motorcycle and must be treated as one with license, registration and insurance. A moped must travel slower than 25 mph on a flat surface to be considered a moped.

ALL MOPEDS MUST BE TAGGED. ALL MOPEDS PARKED AT THE WORK RELEASE FACILITY ARE REQUIRED TO HAVE A METAL SHEET UNDER THE KICKSTAND. THESE SHEETS ARE AVAILABLE THROUGH THE WORK RELEASE OFFICE AT NO COST TO YOU. THEY ARE THE PROPERTY OF WORK RELEASE, AND YOU WILL BE RESPONSIBLE FOR THE CARE OF IT WHILE YOU ARE ON THE PROGRAM IF IT IS LOST OR DAMAGED.

FURTHERMORE, BECAUSE OF INCREASED NUMBER OF PARTICIPANTS AND PARTICIPANT VEHICLES, MOPEDS AND MOTOR CYCLES WILL BE ALLOWED TO PARK IN DESIGNATED AREA ONLY.

Bikes and mopeds will not be driven when there is snow or ice on the roads, or if the temperature is **15 degrees or lower**. Decision on the road conditions will be decided by the Coordinator or Head C.O. that day.

SICK PARTICIPANTS POLICY

PROCEDURE:

Participants, who become sick while they are here, shall see a doctor who can approve him/her being in with other participants. Any participant who calls in to work sick and does not go to work that day will remain in his/her dorm to help prevent others from becoming ill. Any participant that may incur a lengthy illness or medical problem and is unable to continue their employment for five consecutive working days may be subject to removal. Participants are solely responsible for all medical costs accrued while on the Work Release Program.

REMINDER: As stated earlier in this handbook, all participants must be medically able to work while on the program.

MEDICATION POLICY

Participant medication will be stored, handled and administered by the Officer on Duty as instructed by a Physician.

PROCEDURE:

1. Medication will be kept in the check-in office in a box with the participant bunk number on it.
2. Every prescription shall bear the participant's name, date of prescription, directions for use, and name of the medication.
3. All prescriptions filled while on the Work Release Program are the sole responsibility of the participant.
4. Each participant will have a medication log sheet. This will show the name of the medication, and the date and time it was given to the participant, the participant and duty officer will also initial it at the time.
5. **Medication will not be allowed to go in and out of the facility.** Participants who need to consume medication while out of the building will be required to provide an additional prescription labeled bottle in order to take the medication out with them. The second bottle must be returned to the correctional officer whenever the program participant returns to the facility.
6. Non-prescription medication may be brought in and checked in at the Check-in Desk and will be kept in the participants **coat locker** if approved. If not on the list do not bring it in. None are allowed in the Day Room/Dorms. All packages must be unopened (new).

Approved OTC medication: Tylenol, Advil, Aleve, Ibuprofens, Contact Solution, (1) Chap Stick (no gels or liquids), Asthma Inhaler, Denture Cleaning Materials, Nitroglycerin (to be kept on participant).

7. Any form of medication, prescription or non-prescription, found in the dayroom or dorm areas is considered contraband a Class "A" violation, which can result in loss of good time and/or removal. Due to drug interaction no PM medications will be allowed in the building or allowed to be taken while on the program. Anyone in possession of any form of K2/Spice, Bath Salts, Goldenseal or any herbal remedy or medications without approval of the Work Release Office will be subject to removal.
8. Medications will be delivered by the correctional officers at approximately:

0700 hours
1100 hours
1500 hours
1900 hours
2300 hours

These are the only times medications will be handed out. Please make your physician aware of this policy.

9. If emergency health care is needed while inside the facility the program participant should contact the on-duty Head Correctional Officer who will call an ambulance if necessary.
10. All other appointments must be scheduled with a local doctor, dentist, or mental health professional at the earliest convenience and must be on the approved schedule.

MENTAL HEALTH---MEDICATION

A Psychiatrist may prescribe medication for a participant.

The same rules apply as for medical prescriptions.

CHECK IN AND OUT PROCEDURES

Times:

Check out and return times will be established by the participants Work Release Case Manager. Punctuality is required and will be monitored. Failure to return as required will result in disciplinary action against the participant. Participants who are released from work early must return immediately to the Work Release Facility.

Check Out Procedure:

Participants are to report to the Check-In Desk at the time they are scheduled for release and are not to report early or late. Staff members will not wake participants.

- Participants will dress out in the locker room when it is time to exit the facility for approved leave.
- At that time participants will receive their ID badge and any medications necessary while out of the facility and be marked out by the officer.
- Participants are required to call in any and all locations after leaving the facility. If you do not have permission on your approved schedule to be at a location then you are not allowed to go to said location. Do not call in to the office to get approval for a location that has not been pre-approved.
- If a participant calls in a location that is not approved on the schedule they will be subject to a sanction for “out of bounds.”
- If a medical emergency arises while out of the facility the participant is responsible for letting the facility know the situation and where they will be receiving medical help

Approved Scheduled leave

- Participants are required to call in every location upon arrival and exit. Do not go to a location that has not been pre-approved on the participant schedule this is to include visits to a gas station to and from the building.
- While at work participants are required to call in every job site if they are approved to work outside of a business.
- Participants will receive thirty (30) minutes for lunch and must call in to the office when leaving the job site or business for lunch, call when arriving at lunch location, call when leaving lunch location and call when back on the job site.
- Failure to call in a location will result in a sanction for “out of bounds”.

Check In Procedure

- Upon entering the facility participants will empty their pockets and place all items in the bowl on the table and then walk thru the metal detector. A staff member will verify that there is no contraband entering the facility at this time. If the metal detector is alerted you will be subject to further search.
- All Participants entering the facility must immediately turn in any medications to the check in office along with their ID badge and any paperwork.
- Participants will then take all belonging into the locker room for storage
- After exiting the locker room they will be given a full body search
- Participants will then be allowed to enter the Day Room
- No Property will be allowed to enter the Day Room that is not on the approved list
- No Participant is allowed to exit the Day Room for any reason unless called out by a officer
- No Participant is allowed to leave the Day Room and go to the Locker Room for any reason unless exiting the facility on approved leave.
- In the case of school books that are hard bound you must have permission to enter the day room with those items. School work must be done immediately and when finished an officer will give you permission one time to take them back to the locker room.

***No participant is allowed to exit the Day Room for any reason other than being called out by an officer or to leave the facility on approved leave. Participants do not have permission to enter the Locker Room for any reason while in the facility. Participants must be responsible for having everything they need once entering the Day Room. Under no circumstance will a participant be allowed to go to the locker room unless they are leaving the facility*

Participants will be completely dressed when leaving or returning to the facility in accordance with the written dress code. Gum chewing is prohibited on facility grounds.

Time Cards

The card must be used each time a participant enters or exits the facility. It is the responsibility of the participant to ensure that the time card is correct.

DROP OFFS

Clothes and money will be dropped off at the Work Release Entrance, the side door on south side of the building. Money will be dropped off in an envelope and the staff officer on duty will deliver it to the participant. A receipt will be given to the person dropping off the money if the participant is not in the facility at that time.

RELIGION POLICY

Participants may bring in one (1) approved religious reading text into the Work Release facility for their own use.

WORSHIP: Only qualified representatives appointed or approved by the Coordinator may hold regular services or consultation at designated times.

MAIL POLICY

1. Work Release participants may receive mail by having it addressed as follows:

Mr. John/Jane Doe
C/O Tippecanoe County Work Release
2800 N. 9th St Rd
Lafayette, IN 47904

2. All incoming mail shall be opened and inspected by the Work Release staff for the presence of contraband.

3. Only letters will be accepted into the Work Release facility. No books, magazines or packages will be accepted for participants. (This means NO BOOK OR MUSIC CLUBS.)
4. Change of address DO NOT AT ANY TIME do a **Permanent** change of address to our facility. This is because; when you leave our facility the Post Office will not forward your mail. So if you have no other option than to have your mail delivered here than go to the Post Office a have a TEMPORARY ADDRESS CHANGE card filled out. The Work Release Office will not be responsible for forwarding your mail. All mail will be returned to sender once you leave our facility.

Regarding legal research at the Tippecanoe County South Street Branch Library:

The following rules apply:

1. Passes must be between the hours of 8:00AM- 5:00PM.
2. Pass must be Monday-Friday only, NO EXCEPTIONS
3. On the pass we Need a cause/case Number
 - a. Must be for a criminal case/child support case only
 - b. NO plea agreement cases
4. If you have an attorney you will need to work with them
5. Only one (1) time per week for a maximum of two (2) hours
6. You are ONLY allowed to do research at the South Street location

PROGRAMS AND SERVICES

Alcoholics Anonymous/Narcotics Anonymous

Attendance at AA/NA meetings is encouraged for all participants who have experienced difficulty with alcohol or other chemical abuse.

Concerning AA, New Directions, Choices Meetings; any participant that is court ordered to these meetings or has an alcohol/substance charge will be allowed to attend meetings. You will not be allowed to go to more than 3 meetings with either AA/Choices/New Directions combined. You will have to have a multiple meeting pass approved to attend these meetings.

Adult Education/GED Preparation

Educational programs are available to all participants through the **LAFAYETTE ADULT RESOURCE ACADEMY**. All programming is subject to change.

All participants are encouraged to participate and each student is taught on a level in accordance with their abilities.

Work at your own pace; choose your own study topics.

LIFE SKILLS

Job Skills
 Job Advancement Skills
 Job interviewing
 Job application with a felony
 Communication skills
 Money Management
 Time Management
 Anger Management
 Conflict resolution
 Self esteem
 Positive thinking
 Social participation
 Obligations/responsibilities
 Career planning

ACADEMIC SKILLS

Reading
 Writing
 Grammar
 Spelling
 Tables/graphs
 Math
 Science
 Social studies
 Life skills
 GED preparation
 CDL preparation
 ASSET preparation
 Computers

EARNED PASSES

The Work Release Program will operate under a Five-Phase system.

1. All passes are **NOT** a right, they are a privilege.
2. All Earned passes must be turned in by **8am on the Wednesday** before the date the pass will be taken. Passes run from Wednesday to Wednesday. Example: If they want to take a pass Sunday that pass would have to be turned in the Wednesday prior to that Sunday by 8am in order for the pass to be honored. The following example would not be honored. A pass turned in on Friday to be taken on the following Tuesday will not be approved.
3. The Work Release Coordinator may approve a PHASE ONE reward for a participant who has been on the program for two months (60 days) without any disciplinary actions against the participant.
 - a. A participant will may bring in a music player with am/fm radio. **No iPods, or any other device that can capture video, take pictures or record audio will be allowed.**
4. PHASE TWO passes may be granted by the Work Coordinator for any participant that has been on the program for ninety (90) days or more, and meet the following guidelines:
 - a. The participant's fees must be paid up current.
 - b. The participant cannot have had any Class A, B, or C conduct violations during these Ninety- (90) days.

You will be allowed a PHASE TWO pass for two hours, twice a month with your spouse, children, family and/or friend at an approved designated place. These passes cannot be combined.

You will also be allowed to attend one (1) outside church service a month. No more than 2 hours will be permitted for each service. Services must be between the hours of 8 am- 8pm and be in Tippecanoe County.

5. PHASE THREE reward may be granted by the Work Release Coordinator for any participant who has been on the program for four (4) months without any disciplinary action against you, fees under \$100.00 and at your expense have a local restaurant of your choice drop off your dinner for you. This must be done between the hours of 4pm -7pm. **(You cannot have a family member drop off the food; it must be a restaurant that delivers).**
6. PHASE FOUR passes may be granted by the Work Release Coordinator for any participant that has been on the program for six (6) months or more, and meet the following guide lines:
 - a. The participant's fees must be paid up current
 - b. The participant cannot have had any Class A, B or C conduct violations during these six- (6) months.

The Phase FOUR pass is a four-hour, three times per month pass with your spouse, children, family and/or friend, at an approved designated place.

7. PHASE FIVE passes may be granted by the Work Release Coordinator for any participant that has been on the program for one year or more, and meet the following guide lines:
 - a. The participant's fees must be paid up current.
 - b. The participant cannot have had any Class A, B, or C conduct violations during this one year.

The Phase FIVE pass is a ten-hour, three times per month pass with your spouse, children, family and/or friend, at an approved designated place.

8. All passes must be accompanied by a written request on a designated form stating where you are going, who you are going to be with, when you will be returning, and a telephone number where you can be reached. No

changes will be made while the passes are in progress. If you are not at the places on your pass form, you may be subject to the loss of future passes, loss of good time credit, and or removal from the program. It is very important to keep your pass form with you at all times while you are out of the facility.

EARNED PASSES CONTINUED

9. **REMINDER:** At all times the Work Release policies are still in effect and alcohol and drug testing will be closely monitored. (The purpose of the Four Phase passes is to give the participant a chance to obtain time to spend with their loved ones). This is not an opportunity to have or attend parties. (All pass plans for Phase Two through Five **must** be approved by the Work Release Coordinator.
10. The pass request form must be filled out completely and clearly with an explanation for the request. The receiving officer will sign their name, date and time. (Officers will assist the participant if he/she has difficulty completing the form.) All passes must be signed by the participant for it to be approved.
11. The pass can in no way violate any restraining or court order in any way.
12. Earned passes cannot start immediately after your work schedule.
13. Passes cannot be scheduled later than 11:00 PM end time. No participant will be out on a pass after 11pm.
14. Unauthorized stops, even for a moment, may be considered a violation of your Work Release Agreement.
15. Remember if you receive a write up for any disciplinary problem and found guilty of said violation your privileges will be lost for 90 days. You will then start back at zero balance of time earned towards the reward system on the 91st day after you have been found guilty.

LAUNDRY POLICY

The Tippecanoe County Work Release Program will maintain a laundry service area within the facility.

PROCEDURE:

1. Residents will do their own laundry, and this will be done at least once a week.
2. Residential staff will monitor the laundry facility and frequency of each participant's laundry time.
3. Each participant will be required to launder his or her blankets at least twice a month.
4. Men can do their laundry on Tuesday, Wednesday, Friday and Sunday.
5. Women can do their laundry on Monday, Thursday and Saturday.
6. Laundry can only be done between the hours of 7:00AM and 11:00 PM
7. All laundry chemicals must be purchased within the Work Release Facility.

WORK RELEASE PERSONNEL

Work Release officers shall treat all participants humanely, consistent with keeping proper discipline. Brutality, harassment and retaliatory actions against participants are strictly prohibited. Loud boisterous or indecent language is also prohibited. All Work Release duties and services shall be performed in a professional, courteous, healthful, and safe manner, with consistency.

PARTICIPANT GRIEVANCE POLICY

A participant of the Tippecanoe County Work Release Facility shall have the right and the means to report a grievance to the proper officials without fear of being subjected to any adverse action for doing so.

SUBJECT: Participant Grievance Procedure

A grievance is a complaint. It may involve an employee or another participant and must involve a rule, a right or a procedure that has been broken or withheld from a participant in violation of established written procedures. Participants may file grievances at any time. The following procedure will be used in handling grievances:

1. Grievance forms are available from any employee upon request.
2. Complete the Grievance Form entirely. If assistance is needed, contact a Work Release Officer.
3. Submit the Grievance Form to any Work Release Officer. He or she will attempt to resolve the grievance and respond to the participant, in writing, within three (3) working days.
4. If the Work Release Officer is unable to solve the grievance, submit the Grievance Form to a Work Release Case Manager or Coordinator. He or she will respond within five (5) working days.
5. If the Work Release Head Correction Officer or Case Manager is unable to resolve the grievance, submit the Grievance Form to the Work Release Coordinator. He or she will respond within ten (10) working days.
6. ***The Coordinator has the final say.***

PARTICIPANT SLEEPING DORMS

Staff members will assign bunks and lockers to participants. And at no time may a participant change their assigned bunk and locker without permission of the staff.

A mattress and a pillow will be provided to each participant. You are responsible for its care and maintenance.

All dorms will be inspected daily. The following policies will apply:

1. Bunks shall be made when not occupied for the purpose of sleeping. Bunks must be made before participants are permitted to leave the facility. Beds will be made in Hospital Style.
2. No more than one mattress and one pillow may be on a bunk.
3. Floors, walls and furnishings must be clean, orderly and clutter free.
4. No items may be placed on or over any light fixtures.
5. Dorms should be fresh and odor free.
6. All participants are expected to clean up after themselves. If you make the mess, clean it up and work details will be easier on everyone.
7. Dirty clothing will be kept in a laundry bag and NOT on the floor. Clean clothing will be kept in the locker or storage drawer provided.
8. Quiet hours are from 11:30 PM to 6:00 am. All participants shall observe this time as quiet time and respect other participant's sleeping. Staff will have the final decision as to what activities will be allowed at these times.
9. Participants are responsible for their personal property and the security of that property. All property must be locked in the storage drawer and locker you are assigned.

10. NO horseplay or other inappropriate conduct will be tolerated.
11. If a participant destroys County or Work Release property, he/she will be held responsible for any repairs or replacements.
12. At no time shall a participant deface Work Release or County property. Participants are not permitted to attach materials or objects to the walls, bunks or ceilings.
13. At no time shall a participant hang any item that will obstruct the Staff Officer's view of the participant. Absolutely NOTHING is to be on the floor or hanging on the bunks when you leave (including hats, belts and shoes-these items go in the locker bay area). While in the facility, you may have one pair of shoes under your bunk.
14. The only food or drink permitted in the facility must come in by means of vending or scheduled meal. At no time should any food or drink be in the dorm area. All food and drink must be consumed in the dayroom area.
15. Participants are not allowed to enter another dorm other than the one they are assigned at anytime or for any reason.
16. Bunks and lockers will be damp-dusted and all articles placed in a neat matter. Bed rails will be dusted.
17. Storage box will be cleaned inside and out. Contents in the Locker should be arranged in a neat and orderly manner.

QUIET HOURS AND WAKE-UP TIMES

1. The dormitory/restroom areas are "Quiet Areas", there are to be no loud or boisterous voices, noise or activities in these areas at any time.
2. You will respect the sleep hours of participants who work different shifts.
3. **Wake-up:** 0700 hours seven (7) days per week. Participants working night shifts will rise at 0700, complete their morning detail, eat a meal if they requested it, then may return to bed, but are responsible for their own wake-up.
4. **Lights out:** 2330 hours to 0600 hours seven (7) days per week. Participants working past 2330 hours will be allowed forty-five (45) minutes before going to bed. You may eat after showering but television and telephones will remain off.

WORK DETAIL

All residents will be given regular work assignments as per (IC 11-12-5-1). Daily floor cleaning required each and every day. Staff will assign all work details only. Participants will complete their own work detail.

1. All Floors---sweep, and mop
2. Foyers
3. Halls and employees restroom
4. All bathrooms
5. All fixtures
6. Day Room
7. Laundry Room
8. Counter tops cleaned
9. Table tops cleaned
10. Empty all garbage – **Garbage containers are to be cleaned out every day.**

Waste Management

Trash will be placed in approved containers only. Recyclable materials will be sorted as required. Participants will remove trash from all ward areas at least daily and more frequently if required. Trash removed from the facility will be placed in the appropriate containers located on the Work Release property. No trash originating from outside the facility will be brought onto the Work Release property.

Trash removal is the responsibility of all participants assigned to Work Release. Facility staff will inspect daily to ensure proper waste removal. Failure to follow established procedures for cleanliness and facility maintenance may result in disciplinary action.

Work Release Staff shall make available, on a daily basis, cleaning equipment, including, but not limited to the following: mop, brooms, scouring powder, disinfectant and dust pan, in order that participants can maintain their living areas in a clean, safe and healthy condition.

Bathroom and Hallways

All bathroom areas are to be cleaned following each use. Toilets are to be flushed and clean, trash is to be placed in receptacles provided, and floors and walls are to be clean and clutter free. Showers are to be cleaned after each use and care is to be taken to keep floors dry. Mirrors, sinks and other fixtures are to be cleaned daily.

Classrooms

The classrooms are to be kept clean and orderly at all times. Participants **cannot** bring food or drink into the classrooms.

Day Rooms

The day room is subject to search and inspection at any time. The area will be kept clean and orderly at all times. Participants will dispose of all trash in approved receptacles. Participants will clean, inspect and make tidy all areas prior to leaving that area. Chairs, tables, games and other supplies and equipment will all be left in their designated place and position when leaving that area. No items will be left on the floor.

When completed with work detail, participants must tell the Correction Officer on duty so that it can be inspected. The Work Detail is not finished until this is done.

****Participants are not to abuse facility furniture by writing or carving on tables, etc.****

If at anytime you destroy or deface any Work Release property such as, but not limited to mattresses, pillows, or walls of the pods; You will not only be charged with a rule violation but you will also be charged for the item destroyed or defaced. This cost will be added to your fees. Criminal charges may also be filed.

The following is a partial list of the items and their costs.

Mattress	\$50.00
Pillow	\$ 10.00

All items will be charged at the replacement cost. Above prices are subject to change.

TELEVISION POLICY

Television within the Work Release Program is a privilege and shall be used with care. Approved hours for use of television will be 6:00 am until 11:30 pm and the television will be turned off promptly at the required hour. The television will be kept on low volume at all times. Volume levels of the television should not interfere with residents who are making phone calls or attempting to read or study. The Work Release staff will have the final determination as to the proper volume level. Television viewing is based on a majority rule. If there is a split among participants the officer on duty will determine what will be watched.

TELEPHONE POLICY

PHONE CALLS

NO PHONE CALLS WILL BE ACCEPTED AT THE CHECK-IN DESK FOR PARTICIPANTS. Phones are available in the Work Release dayroom and are available to any participant during the hours of 6:00am until 11:00 pm. The Phone Company will have a 15-minute time limit on each call.

The staff **WILL NOT** take phone messages for you unless it is an emergency, or pertaining to your employment or your ride to work. No lying or sitting down while on the telephone. You will lose your telephone privileges if you are caught lying or sitting while talking on the phone.

VENDING POLICY

Participants may purchase items from vending machines as needed. Drinks and food items are not allowed in any dorm area. No items, other than personal hygiene items are allowed inside the Work Release facility without the permission of the Work Release staff. Shortages or machine malfunctions will be reported to the Check-In Desk or Base immediately. **DO NOT DEAL DIRECTLY WITH THE VENDING EMPLOYEES.** Vendors are responsible for their machines Work Release personnel will not be liable for shortages, damages or other vending problems. Any abuse of vending equipment will result in disciplinary action.

PARTICIPANT PERSONAL HYGIENE POLICY

The Tippecanoe County Work Release Program in the interest of sanitation and cleanliness and positive imaging shall maintain procedures that will decrease the chance of disease and vermin.

PROCEDURE:

1. All participants must shower daily. Hair must be clean and neat at all times.
2. Participants are not permitted to lounge around dorm area while still dirty from work.
3. Shower shoes **MUST** be worn at all times in the shower area.
4. Dirty clothing will not be allowed to accumulate in the bunk or storage areas.
5. Any participant touching another participant of same and/or opposite sex is strictly forbidden. This includes non-sexual contact such as: cutting another participants hair, tattooing, applying make-up, bleaching hair, etc.

HAIR GROOMING POLICY

Any participant needing haircuts must be done in accordance to the following guidelines:

1. You must do it on a Errand pass. You will not be allowed to go to the mall for a haircut. You will still only get two (2) hours for this pass.
2. If you have an earned (blue) pass, you can get your hair cut on those passes.
3. If you are not eligible for a errand pass and your employer has requested you to get a haircut, your boss can contact a Case Manger and you will be allowed to get your hair cut.
4. At no time is the hair to be dyed, highlighted, bleached without the process being done while on an earned pass.

TIPPECANOE COUNTY COMMUNITY CORRECTIONS
PARTICIPANT LAPTOP COMPUTER POLICY

August 23, 2010

DISCLAIMER: TIPPECANOE COUNTY COMMUNITY CORRECTIONS AND ITS EMPLOYEES ARE NOT RESPONSIBLE IN ANY WAY FOR ANY DAMAGE, THEFT OR ANY OTHER OCCURANCE THAT MIGHT HAPPEN TO YOUR LAPTOP WHILE YOUR LAPTOP IS IN THE TIPPECANOE COUNTY CORRETIONS FACILITY OR ON COUNTY PROPERTY.

1. YOU CAN ONLY BRING IN A LAPTOP FOR SCHOOL PURPOSES AND MUST BE CURRENTLY ATTENDING SCHOOL AT THE COLLEGE LEVEL.
2. ANY TIPPECANOE COUNTY COMMUNITY CORRECTIONS EMPLOYEE CAN AT ANY TIME REQUEST TO CHECK YOUR COMPUTER TO INSURE THAT YOU ARE ONLY WORKING ON SCHOOL RELATED MATERIAL. (THIS INCLUDES GOING THROUGH ANY FILE OR FOLDERS ON THE COMPUTER, BROWSING HISTORY ECT.)
3. YOU WILL NOT BE PERMITTED TO CHECK ON OR UPDATE ANY SOCIAL NETWORKING SITES (IE; FACEBOOK, MYSPACE, DATING SITES ECT.)
4. YOU WILL ONLY BE ALLOWED TO BE ON WEBSITES THAT ARE DIRECTLY RELATED TO YOUR SCHOOL WORK. NO GAMING, MUSIC OR VIDEO SITES.
5. YOU WILL NOT BE PERMITTED TO GO TO ANY PORNOGRAPHIC WEBITES.
6. THE LAPTOP MUST BE STORED IN YOUR WALL LOCKER IN THE LOCKER ROOM AND AT NO TIME IS IT TO BE IN YOUR DORM.
7. THE LAPTOP CAN ONLY BE USED IN THE LARGE CLASSROOM AND CANNOT BE USED IN THE DAYROOM AT ANY TIME.
8. ANY WEBCAMERAS BUILT INTO THE LAPTOP MUST BE DISABLED.
9. ALL RULES ARE SUBJECT TO CHANGE.

DRESS CODE

Male Participants will be required to wear while in the day room:

1. Light gray sweat pants with no more than 2 pockets.
2. Light gray sweat shirt with no pockets.
3. Plain white t-shirt.
4. White undergarments.
5. Shower shoes.
6. White socks.

Female participants will be required to wear while in the dayroom:

1. Dark blue sweat pants with no more than 2 pockets.
2. Dark blue sweatshirt with no pockets.
3. Plain white t-shirt.
4. White undergarments.
5. Shower shoes.
6. White socks.

All participants will be required to adhere to the Work Release Dress Code and following items are not allowed to be worn in or on any Work Release Program property or facilities.

1. All participants must be fully clothed at all times, except when in the shower area. Participant's feet will be covered at all times, except when in their bunk.
2. No cut-off pants.
3. No mini-skirts
4. No transparent, see through, fishnet or any clothing with holes in them.
5. No clothing depicting suggestive or offensive messages, messages encouraging alcohol or drug abuse, suggestive sexual, political, racially provocative, or gang related messages or symbols.
6. No tight fitting or spandex clothing, low-cut blouses or tops, and no tank tops.
7. Participants will be clothed in appropriate dress at all times. Participants found in any area including dorms, hallways, other common areas, wearing unapproved dress will be subject to disciplinary action without further notification.
8. All females will be required to wear proper undergarments at all times.
9. No sun glasses, hats or bandannas (NO HEAD GEAR)

JEWELRY MALE AND FEMALE YOU ARE RESPONSIBLE FOR YOUR OWN JEWELRY!!!!

One (1) Watch
One (1) pair earrings
Two (2) rings (one for each hand)
One (1) Necklace
One (1) Bracelet

Rings, watches and other personal jewelry items may be worn in the Work Release facility at the risk of the participant. However, the Work Release facility assumes ***NO LIABILITY*** for loss or damage to such items. Excluded shall be those items of jewelry that appear to give the impression of being drug paraphernalia or items that may pose a danger to the Work Release facility order or safety.

Earrings are not considered appropriate attire in the Work Release facility and shall not be worn on the property. Tongue studs are not allowed in the facility. If you cannot remove them you must have a doctor remove it, failure to have it removed could result in loss of days and/or removal from the program.

PARTICIPANT AUTHORIZED PROPERTY LIST

All items must be kept in your locker and out of sight at all times whether or not you are in the building.

ITEMS FOR MALE PARTICIPANTS

QUANTITY

- 1 Sets of sheets and 2 blankets
- 1 Pair of shower shoes
- 4 Towels & 4 washcloths
- 1 Cup & Spoon (Plastic)
- 1 Alarm Clock (Wind up only)

*****ABOVE ITEMS ARE REQUIRED*****THE FOLLOWING ARE OPTIONAL*****

All hygiene items must be in clear bottles and no glass

- 8 Round tubing plastic hangars
- 2 Pair shoes or (1) Work boots and (1) pair shoes
- 2 Hats (Baseball or Painter style) Kept in locker
- 5 Pants
- 5 Shirts
- 2 Sweat suits
- 5 T-shirts (Can be assorted colors-NO OBSCENE PRINTING)
- 3 Long Underwear
- 5 Underwear
- 5 Pair Socks
- 1 Coat & 1 Pair Gloves (WINTER ONLY)
- 1 Comb &/or brush
- 1 Bar soap
- 1 Set of contact lens-care products
- 1 Deodorant (Non-Aerosol)
- 1 Shampoo (Plastic bottle)
- 1 Toothbrush & Toothpaste
- 1 Chap stick (tube, no gel or liquid, must be solid stick)
- 1 Can of shaving cream
- 1 After-Shave lotion (Plastic Bottle)
- 6 Letters
- 10 Legal papers
- 4 Pictures-Must be Non-pornographic & no larger than 4 ½ x 5 ½ (Nothing from magazines or Polaroid's)
- 1 Calendar (No larger than 4 x 4)
- 2 Books (Non-pornographic & No magazines: i.e. puzzle books, Star, Globe, Enquirer, Avon)
Are allowed to have word search and cross word puzzle
- 1 Bible
- 1 Set of writing paper and envelopes
- 1 Net Laundry Bag

ALL COATS AND JACKETS WILL BE STORED IN YOUR WALL LOCKER AND ALL ITEMS LISTED ABOVE WILL BE STORED IN YOUR WALL LOCKER OTHER THAN THE FOLLOWING:

- 1 Bible, Letters, Legal Papers, Pictures, Books
- 1 Pair of shower shoes & 3 pairs of socks
- Clothes you are wearing and 1-set for the next day (uniform)
- 1 Can of shaving cream
- 1 Bar soap & 1 Deodorant & 1 Shampoo
- 1 Toothbrush & Toothpaste
- 1 chap stick (tube, no gel or liquid, must be solid stick)
- 1 Denture Cream * 1 Pack of Denture Cleaner * 1 Clear Tray

ANY OTHER ITEMS MUST BE APPROVED BY THE WORK RELEASE COORDINATOR
ANY VIOLATION OF THIS CAN RESULT IN REMOVAL FROM THE PROGRAM

PARTICIPANT AUTHORIZED PROPERTY LIST

All items must be kept in your locker and out of sight at all times whether or not you are in the building.

ITEMS FOR FEMALE PARTICIPANTS

QUANTITY

- 1 Sets of sheets and 2 blankets
- 1 Pair of shower shoes
- 4 Towels & 4 washcloths
- 1 Cup & Spoon (Plastic)
- 1 Alarm Clock (Wind up only)

*****ABOVE ITEMS ARE REQUIRED*****THE FOLLOWING ARE OPTIONAL*****

All hygiene items must be in clear bottles and no glass

- 8 Round tubing plastic hangars
- 2 Pair shoes or (1) Work boots and (1) pair shoes
- 2 Hats (Baseball or Painter style) kept in locker
- 5 Slacks or jeans**5 shirts or blouses
- 3 Dresses (If job requires it)
- 2 Sweat Suits
- 5 T-shirts (Can be assorted colors-NO OBSCENE PRINTING)
- 3 Long Underwear
- 5 Underwear
- 5 Bras (No Underwire)
- 5 Pair Socks/panty hose
- 1 Coat & 1 Pair Gloves (WINTER ONLY)
- 1 Comb &/or brush* 1 lipstick *1 powder *1 Blush *1 Mascara * 1 Eyeliner
- 1 Bar soap
- 1 Set of contact lens-care products
- 1 Deodorant (Non-Aerosol)
- 1 Shampoo (Plastic bottle)
- 1 Toothbrush & Toothpaste
- 1 chap stick (tube, no gel or liquid, must be solid stick)
- 1 Can of shaving cream
- 1 Pkg. Sanitary Napkins of 36 count or less
- 6 Letters
- 10 Legal papers
- 4 Pictures-Must be Non-pornographic & no larger than 4 ½ x 5 ½ (Nothing from magazines or Polaroid's)
- 1 Calendar (No larger than 4 x 4)
- 2 Books (Non-pornographic & No magazines: i.e. puzzle books, Star, Globe, Enquirer, Avon)
Are allowed to have word search and cross word puzzle
- 1 Bible
- 1 Set of writing paper and envelopes
- 1 Net Laundry Bag

ALL COATS AND JACKETS WILL BE STORED IN YOUR WALL LOCKER AND ALL ITEMS LISTED ABOVE WILL BE STORED IN YOUR WALL LOCKER OTHER THAN THE FOLLOWING:

- 1 Bible, Letters, Legal Papers, Pictures, Books
- 1 Pair of shower shoes & 3 pairs of socks
- Clothes you are wearing and 1-set for the next day (uniform)
- 1 Can of shaving cream
- 1 Bar soap & 1 Deodorant & 1 Shampoo
- 1 Toothbrush & Toothpaste
- 1 Comb &/or brush* 1 lipstick *1 powder *1 Blush *1 Mascara * 1 Eyeliner * 1 Eye Shadow
* 1 Foundation
- 1 Chap stick (tube, no gel or liquid, must be solid stick)
- 1 Denture Cream * 1 Pack of Denture Cleaner * 1 Clear Tray
- 1 Package Sanitary Napkins of 36 count or less

ANY OTHER ITEMS MUST BE APPROVED BY THE WORK RELEASE COORDINATOR
ANY VIOLATION OF THIS CAN RESULT IN REMOVAL FROM THE PROGRAM

MALE & FEMALE MISCELLANEOUS ITEMS

- One (1) set of sheets
- Two (2) blankets
- One (1) set of contact lens-care products
- One (1) alarm clock (must be wind up)
- One (1) calendar (no larger than 4 x 4)
- Four (4) Family pictures (must be non-pornographic and no Polaroid's)

AA Material, books for GED or A.B.E. or other approved material may be kept in the Work Release facility. These items may not be removed until the owner is released from custody or otherwise removed from the Work Release facility.

- Three (3) non-pornographic obscene paperback books
- One (1) current newspaper
- Two (2) religious books
- Two (2) lead pencils
- Two (2) ball point pens
- One (1) tablet of writing paper and one (1) box envelopes
- Ten (10) legal papers
- Six (6) Letters

ITEMS YOU MAY NOT BRING IN:

1. **No type of firearm, knife, weapon of any kind**
2. No alcoholic beverage of any kind
3. No controlled substance of any kind
4. No tools
5. No musical instruments
6. No food or drink
7. No obscene material of any kind
8. No car, motorcycle or bicycle parts
9. No magazines of any type
10. No electronic hand held games or devices

ITEMS NOT TO BE BROUGHT TO THE TIPPECANOE COUNTY WORK RELEASE FACILITY BY FAMILY, FRIENDS OR ANY OTHER PERSON

1. Meals
2. Gifts, to include balloons, cards, cakes, notes or presents
3. Packages of any kind.

Arrangements may be made with prior approval to receive items in special or unusual cases.

IF THERE IS ANY DOUBT, CHECK WITH STAFF FIRST

MEAL POLICY

Only meals and food purchased from vending area may be consumed in the Work Release facility.

The following procedures will apply:

1. You must sign up for meals one day in advance on the meal sheet at the Base area. DO NOT sign up for any meals that you are not actually present for, they will not be held for you.
2. In addition, vending machines for sandwiches, snacks and soft drinks are available.
3. Meals will be served at stated times only. Meals will not be held beyond stated eating hours.
4. All meals must be consumed immediately.
5. All meals must be consumed in approved eating areas only. Food items may not be removed from eating areas for later consumption.
6. Participants will receive and consume one meal only.
7. All trays and other utensils must be placed in approved areas after each meal.
8. All meals must be scheduled one day in advance.
9. Meal ordering procedures are very important. If not followed correctly it may either cause you to not be served a meal or charged for a meal.
10. The cost of one meal in this facility is \$1.50. This fee will be accessed if the participant ordered a meal and was not present when meal was served, or if the participant is present and refuses to accept the meal. The only exception to this rule is, if unknowingly the participant is required to work additional hours.
11. If you know in advance that you will be working later than meal serving times, do not order the meal.
12. The participants shall line up in an orderly fashion to get their trays. The officer will announce feeding loudly and clearly.
13. NO participant is to get food for another participant. Each participant MUST get his or her own meal.
14. All dining areas must be cleaned upon completion of each meal.
15. If you will not be in the facility for a scheduled meal, you may pick up food traveling to or from your work place (this has to be in your route of travel). If you obtain the food from a restaurant, you are not allowed to consume it inside the restaurant.
16. Food has to be eaten before you return. No food or drink will be allowed into the Work Release facility from the outside.
17. FUNDED MEALS: Funded meals are for participants moved from the jail or prison and only during the first two weeks on the program. Participants must pay for each funded meal no more than 2 weeks from the date of purchase. Any participant that does not pay by the second week period will be subject to loss of good time credit. No more than 2 meals per day for the 2-week period (total of 28 meals) may be charged. Any money owed to the meal fund needs to be paid as soon as possible.

EMERGENCY PROCEDURES

A. EVACUATION PROCEDURES

Evacuation procedures will be posted throughout the facility. Participants are required to read and know these procedures. In the event of an evacuation, participants are to leave the facility by the nearest available evacuation exit. Once participants have evacuated the facility, they are required to go to the southwest corner of the parking lot (nearest to the metal storage building) and wait for further instructions.

B. TORNADO PROCEDURES

In the event of an imminent tornado strike, participants will be instructed to proceed immediately to an interior designated tornado area. Once in the designated area, participants are to sit on the floor and cover their heads with their arms. They are to wait quietly for further instructions. Participants will be advised when the danger has passed and it is safe to return to normal activities. During Tornado Warnings no one will be allowed to leave the building.

C. SNOW POLICY

In the event of heavy snow or a severe winter storm, participants may be required to remain inside the facility. Staff members will notify employers that participants are unavailable for employment due to snow or storm conditions. No participant will be released from custody during a declared snow emergency unless his/her job requires them to be at their place of employment for the emergency (i.e. wrecker service, hospital, emergency team etc.)

D. THUNDERSTORMS

During a thunderstorm warning, no participants will be allowed to use a bike or moped.

COMMISSARY

All participants in good standing will be allowed to purchase commissary items from the Tippecanoe County Work Release Commissary Office.

Exact change will be needed. Fill out the commissary order form and bring the form to the Correction Officer. Participants can obtain a commissary order form from the officer in the Base Area.

A Correction Officer will verify the amount of money and will retrieve the commissary items.

Orders will only be handed out at posted times. All orders are to be paid for when ordered.

If participants work during this time they need to fill out a commissary order form before they leave for work and turn it in with money to a correction officer. Commissary will be delivered when they return from work.

PRICE LISTS SHALL BE POSTED THROUGH OUT THE FACILITY AND ARE SUBJECT TO CHANGE. ITEMS MAY BE ADDED FOR DELETED AT THE DISCRETION OF THE WORK RELEASE DIRECTOR.

The following items are available on commissary:

TOOTHPASTE (MINT)
TOOTHBRUSHES
TOOTHBRUSH HOLDER
SHAVING CREAM (11 OZ CAN)
BALSAM SHAMPOO 8OZ
ALL IN ONE SHAMPOO/CONDITIONER 8 OZ
IVORY SOAP 4.5 OZ BAR
BOB BARKER SOAP 3.5. OZ BAR
MEN'S STICK DEODORANT 2.25 OZ
LADY'S STICK DEODORANT 2.25 OZ
ROLL-ON ANTI-PERSPIRANT DEO. (3 OZ)
POCKET COMB BLACK
SHAMPOO COMB BLACK
HAIR BRUSH
FEMININE NAPKINS
SKIN LOTION 12 OZ
BODY POWDERS 13 OZ
LARGE COMB BLACK
HAIR PICK BLACK

Participant Procedure for Pass/Schedules

WEEKLY SCHEDULES: All Work Release participants are required to attend weekly check-in. Please attend this check-in with the knowledge of what you need to do for the upcoming schedule week. At the time of your check-in you will sit down with an officer and give them your work schedule, meetings and appointments. You are also allotted 2 hours weekly errand time. The requirements to be granted this errand time are to maintain your user fees under \$200.00 at the time of your check-in.

Work Schedule

Your work schedule will be done at the time of your check-in. However, we understand that you may be required to work overtime. If this is the case your supervisor needs to contact Work Release staff at 765- 423-4236 and report this overtime to a correctional officer. Failure to do so may result in a rule violation. Please also understand that you cannot call yourself in for overtime it must be a supervisor. At the end of the work week you are required to provide a paystub to your Case Manager verifying your hours worked for the week.

Emergency Special Request Form

This form is used for emergencies only and is reviewed by appropriate staff. This form should be used only if an occurrence arises that is unexpected and not known at the time the participant submits the Work Release Schedule (i.e. death in the family, job interviews etc.). Schedule changes are rare and require a minimum of 24 hour notice. This form should only deal with activities that would occur outside of the facility. Actual appointment times and dates, as well as leave and return times shall be placed on this form. Be sure to include travel arrangements, address, telephone number, and contact person where applicable.

Errand Pass

Participants must qualify before requesting this privilege. To be eligible participants must have their user fees under \$200.00. *Participants who enter the facility from a Jail or the IDOC are allowed to shop for items necessary to be compliant with rules upon the first day of arrival and will be given a specific two (2) hour pass for that reason.*

PROOF OF WHEREABOUTS: Participants must get documentation everywhere he/she goes, including but not limited to Probation, Alcohol and Drug Counseling, 12-Step Meetings, Any classes attended, School, Work, customer receipts, lunch receipts, store receipts, building material receipts, Medical appointments, Attorney appointments Etc.

Approved Scheduled leave

- Participants are required to call in every location upon arrival and exit. Do not go to a location that has not been pre-approved on the participant schedule this is to include visits to a gas station to and from the building.
- While at work participants are required to call in every job site if they are approved to work outside of a business.
- Participants will receive thirty (30) minutes for lunch and must call in to the office when leaving the job site or business for lunch, call when arriving at lunch location, call when leaving lunch location and call when back on the job site.
- Failure to call in a location will result in a sanction for “out of bounds”.

EMPLOYMENT:

- Participants wishing to be self-employed will be placed on Global Positioning System (GPS) and charged an additional \$4.00 daily on top of their daily rate.
- Program participants are prohibited from working out of their home/home-office or their employer's home/home-office.
- If a participant is unemployed they will be placed on Active GPS while they are job seeking, once employment is found the participant will be re-evaluated and possibly removed from GPS. If a participant wishes to seek a second job they will have two weeks to do so and will be placed on GPS.
- After five (5) days of no employment you will be required to complete In-House work detail or Work Crew Monday thru Friday from 8am – 12pm. You will report to check in at 7:45 am to begin said work crew until employment is obtained.
- Program participants unemployed for more than 14 days, and not having a recognized disability will perform 30 hours of in-house work details weekly until employed.
- If a program participant is unemployed and fails to job seek they will be required to perform 8 hours of Work Crew for that day.

FINANCIAL RESPONSIBILITY

Program participants shall pay their weekly fees in the following manner:

1. Fees are due two (2) days following payday.
2. All fees will be paid by money order, cashier's check, or cash.
3. Those participants who are not current on their fees will be subject to a non-compliance report. The program participant may receive disciplinary action and/or be referred to the Court for further action.

Tippecanoe County Community Corrections

DAY REPORTING RULES AND CONDITIONS

1. Persons on Day Reporting will have a curfew of 8:00 PM. You may leave your house as early as 6 am. This does not include employment/classes, NA/AA meetings or medical. Curfew may be changed to an earlier time for violations of any rule or failure to keep fees in compliance with policy. If you work past curfew or are called into work past curfew and it is not on your schedule you must call the DR Coordinator. All Hospital emergencies after curfew must also be called in. Failure to call or false informing a schedule could result in a sanction.
Code of Conduct Class A Offense # 120: Violation of Conditions of Temporary Leave.
2. By its very nature, Day Reporting requires a set schedule of working hours. Open ended job assignments without hours that may be scheduled in advance will not be acceptable. Further, no change of employment or in work schedule may be made without prior authorization and approval of the Day Reporting division.
3. I understand that I must maintain a permanent residence during my term of Day Reporting and that I must obtain permission *before* relocating. It is a violation of the rules of Day reporting to relocate without permission from the Day Reporting division. I also understand that hotels are not acceptable. I further understand that I must have a contact phone number on file with the Day Reporting division and inform them immediately when my contact number changes.
4. The employer will be notified of your placement on the Day Reporting program. They must expect the Day Reporting division to be checking with them to verify work schedules. The employer must cooperate fully with the Day Reporting division to include calling in overtime hours promptly. An employer may be asked to provide a record of hours worked and scheduled each week. I also understand that if requested I must provide a copy of my pay stub to verify hours worked each week. I understand that I may not work at a location that exceeds 60 miles from Tippecanoe County, Indiana. There will be no approval to remain overnight at a jobsite.
Code of Conduct Class A Offense # 120: Violation of Condition of Temporary Leave
5. I understand that I may not leave the State of Indiana without court-ordered approval. Community Corrections will not grant permission to leave State.
Code of Conduct Class A Offense # 120: Violation of Condition of Temporary Leave
6. I understand that contacts at my residence are to be expected from the Day Reporting division Surveillance Officer's during my sentence. My refusal to allow any Community Corrections Officer or other Law Enforcement Officer access to my residence will result in my removal from the Day Reporting program. Additionally, aggressive behavior of any kind by me or anyone else in the residence will result in my removal from Day Reporting.
Code of Conduct Class B Offense # 209: Impairment of Surveillance.
Code of Conduct Class C Offense # 364: Interfering with Staff.

7. I agree to allow any Community Corrections Officer or other Law Enforcement Officer to enter my residence without prior notice and to make reasonable inquiry into my activities and others in the residence and I agree to submit to the search of my person, property, and motor vehicle(s).
Code of Conduct Class B Offense # 209: Impairment of Surveillance.
Code of Conduct Class C Offense # 364: Interfering with Staff.
8. I understand that I must report to Community Corrections four (4) times per week on Monday's, Tuesday's, Thursday's and Friday's during the regular business hours of 8am-4:30pm. The office will be closed for lunch from 12pm-1pm and you will not be allowed to check in during that time. You will not be permitted to check in on any other day or at any other times. During your check in you must keep your schedule and employer information updated. Failure to report for check in will result in a sanction, level change or removal.
Code of Conduct Class D Offense # 465: Violating Facility Rule
9. I understand that every person at my residence must cooperate with all Community Corrections and other Law Enforcement Officer's. Providing false information, attempting to deceive, or refusing to cooperate in any manner will constitute a violation and will result in immediate action taken for said violation. Providing false information may also result in the filing of criminal charges against me, a class D felony.
10. I understand that while on Day reporting, I may not have contact at my residence with persons on Probation or Parole without permission from the Day Reporting division at Community Corrections. I understand that it is my responsibility to inform my visitors that they are not to consume alcoholic beverages prior to or during visitation and their failure to comply will constitute a violation of my Day Reporting sentence. You may not reside with anyone on Probation, Parole, or any other Community Corrections Program without written permission from the DR Coordinator.
Code of Conduct Class D Offense # 473: Unauthorized Contact
11. I understand that I must keep my work, school, treatment/medical schedule up to date weekly. Your schedule must reflect actual hours worked. You must write your employer/work /school status on the back of your sign in sheet at the top of the page and fill out your weekly schedule to include: work, schedule, job search, AA/NA meetings, school schedule, court ordered appointments and any treatment programs. Failure to fill out employer/work/school status and your weeks schedule will result in a sanction
Code of Conduct Class A Offense # 120: Violation of Condition of Temporary Leave.
12. I understand that if I remain outside of my residence after the 8:00 PM curfew, I will be subject to a sanction, level change or removal from the program. I also understand that I am not able to travel more than 60 miles from Tippecanoe County unless otherwise authorized.
Code of Conduct Class A Offense # 120: Violation of Condition of Temporary Leave

13. I understand that if I do not maintain employment, attend schooling, or participate in available programming equally at least 25 hours per week or attend schooling on a full time basis, I may be required to perform 24 Work Crew hours each week. Failure to complete any assigned/sanctioned work crew will result in further sanctions and possible removal from the program.
14. I understand that transportation to and from Tippecanoe County Community Corrections is my responsibility. I further understand that transportation problems WILL NOT be considered a valid, verifiable excuse of why I could not come in for a Day Reporting check in.
Code of Conduct Class D Offense # 465: Violating Facility Rule
15. I understand that I must pay a \$6.00 daily fee to remain on Day Reporting. During business hours, fees may be paid at the front desk only in the form of cash or money orders. If necessary you may be placed on a MEMS unit for an additional cost of \$4.00-\$6.00 daily for a total cost of \$10.00-\$12.00 daily. Payments may also be received by mail in form of money order. My failure to pay my daily fee may result in a level change or removal from the program. If you are serving a current sentence for any type of alcohol related offense you will be placed on a MEMS unit for the duration of the Day Reporting Program.

**TIPPECANOE COUNTY COMMUNITY CORRECTIONS PROGRAM
PARTICIPANT AGREEMENT**

I, _____, have read or have had read to me the
Community Corrections Handbook, that has been issued to me, and understand all terms
and
Conditions contained therein.

I agree to comply with terms and conditions explained therein.

Signature

Date

Officer's Signature